

SAN FRANCISCO PUBLIC LIBRARY



3 1223 06447 1460

5/5



San Francisco Public Library

Government Information Center
San Francisco Public Library
100 Larkin Street, 5th Floor
San Francisco, CA 94102

REFERENCE BOOK

Not to be taken from the Library



City and County of San Francisco

Meeting Agenda

Public Health and Environment Committee

Members: *Supervisors*

Clerk: *Deborah Muccino*

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Thursday, January 11, 2001

1:00 PM

City Hall, Room 263

"Cancelled"

Regular Meeting

Note: Each item on the Consent or Regular agenda may include the following documents:

- 1) Legislation
- 2) Budget Analyst report
- 3) Legislative Analyst report
- 4) Department or Agency cover letter and/or report
- 5) Public correspondence

These items will be available for review at City Hall, Room 244, Reception Desk.

Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives.

AGENDA CHANGES

REGULAR AGENDA

DOCUMENTS DEPT.

JAN - 9 2001

SAN FRANCISCO
PUBLIC LIBRARY

1. 001538 [Grant funds for a technical assistance and capacity development demonstration project]
Supervisor Newsom
Resolution authorizing the Department of Public Health, Population Health and Prevention, HIV Health Services, to accept retroactively and expend first year grant funds of \$993,917 from the DHHS Office of Minority Health for the technical assistance and capacity development demonstration program for HIV/AIDS related services in highly impacted minority communities, and to enter into an agreement for the use of these funds; providing for ratification of action previously taken. (Public Health Department)

12/5/00. RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be scheduled for consideration at the December 28, 2000 meeting.
2. 002146 [Grant to develop a green building tool kit and support green building practices through training workshops]
Supervisors Leno, Newsom
Resolution authorizing the Department of the Environment to accept and expend a grant in the amount of \$72,450 from the California Integrated Waste Management Board. (Environment)

12/6/00. RECEIVED AND ASSIGNED to Public Health and Environment Committee.

3. 002213 **[Federal grant funds for strategic planning to reduce community and youth violence in Bayview Hunters Point and the Mission Districts]**
Supervisors Leno, Newsom
Resolution authorizing the Department of Public Health, Community Health Promotion and Prevention, to accept retroactively and expend first year grant funds of \$195,900 from the Substance Abuse and Mental Health Services Administration (SAMHSA) for the Community Youth Mental Health Promotion project and to enter into an agreement which includes a rights in data clause for the use of these funds; providing for ratification of action previously taken. (Public Health Department)
- 12/20/00, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the January 11, 2001 meeting.
4. 002214 **[Federal grant for a mobile methadone program]**
Supervisors Leno, Newsom
Resolution authorizing the Department of Public Health, Population Health and Prevention, Community Substance Abuse Services, to accept retroactively and expend first year grant funds of \$235,000 from the Substance Abuse and Mental Health Services (SAMHSA) and the Center for Substance Abuse Treatment (CSAT) for the mobile methadone maintenance program and to enter into an agreement which includes a rights in data clause for the use of these funds; providing for ratification of action previously taken. (Public Health Department)
- 12/20/00, RECEIVED AND ASSIGNED to Public Health and Environment Committee.
5. 002215 **[Federal grant to reduce indoor environmental triggers for asthma]**
Supervisors Leno, Newsom
Resolution authorizing the Department of Public Health, Community Health and Safety Services, Environmental Health Services, to accept and expend grant funds of \$98,399 from the U.S. Environmental Protection Agency (EPA) for the Healthy Homes for Healthy Airways program. (Public Health Department)
- 12/20/00, RECEIVED AND ASSIGNED to Public Health and Environment Committee.
6. 002216 **[Federal grant for a residential substance abuse program for pregnant and postpartum women]**
Supervisors Leno, Newsom
Resolution authorizing the Department of Public Health, Population Health and Prevention, Community Substance Abuse Services, to accept retroactively and expend first year grant funds of \$800,000 from the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Center for Substance Abuse Treatment (CSAT) to expand the number of residential beds available to pregnant and postpartum women and to enter into an agreement which includes a rights in data clause for the use of these funds; providing for ratification of action previously taken. (Public Health Department)
- 12/20/00, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

ADJOURNMENT

IMPORTANT INFORMATION

NOTE: Persons unable to attend the meeting may submit to the City, by the time the proceedings begin, written comments regarding the agenda items above. These comments will be made a part of the official public record and shall be brought to the attention of the Board of Supervisors. Any written comments should be sent to: Committee Clerk of the Public Health and Environment Committee, San Francisco Board of Supervisors, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102 by 5:00 p.m. on the day prior to the hearing. Comments which cannot be delivered to the committee clerk by that time may be taken directly to the hearing at the location above.

LEGISLATION UNDER THE 30-DAY RULE**(Not to be considered at this meeting)**

Rule 5.42 provides that when an ordinance or resolution is introduced which would CREATE OR REVISE MAJOR CITY POLICY, the committee to which the legislation is assigned shall not consider the legislation until at least thirty days after the date of introduction. The provisions of this rule shall not apply to the routine operations of the departments of the City or when a legal time limit controls the hearing timing. In general, the rule shall not apply to hearings to consider subject matter when no legislation has been presented, nor shall the rule apply to resolutions which simply URGE action to be taken.

There are no items currently pending under the 30 day rule

Meeting Procedures

The Board of Supervisors is the Legislative Body of the City and County of San Francisco. The Board has several standing Committees where ordinances and resolutions are the subject of hearings at which members of the public are urged to testify. The full Board does not hold a second public hearing on measures which have been heard in committee.

Board procedures do not permit persons in the audience at a Committee meeting to vocally express support or opposition to statements by Supervisors or by other persons testifying. Thus applause and booing are both contrary to Board requirements. The Board does not permit signs to be brought into the meeting or displayed in the room.

Citizens are encouraged to testify at Committee meetings and to write letters to the Clerk of a Committee or to its members, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102.

Agenda are available on the internet at www.ci.sf.ca.us/bdsupvrs.bos.htm.

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL, ROOM 244, RECEPTION DESK.

Board meetings are televised on channel 26. For video tape copies and scheduling call (415) 557-4293.

Requests for foreign language translation at a meeting must be received by the Clerk of the Board of Supervisors at least 48 hours before the meeting. For meetings on a Monday or a Tuesday, the request must be made by noon of the last business day of the preceding week.

Disability Access

Both the Committee Room (Room 263) and the Legislative Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #42 Downtown Loop, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.

The following services are available when requests are made by 4:00 p.m. of the Friday before the Board meeting:

For American Sign Language interpreters, use of a reader during a meeting, or sound enhancement system, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of agenda or minutes in alternative formats, contact Annette Lonich at (415) 554-7706. In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall; by mail to Clerk of the Board of Supervisors, 1 Dr. Carlton B. Goodlett Place, Room 244, by phone at (415) 554-7724, by fax at (415) 554-5784 or by email at Donna_Hall@ci.sf.ca.us

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

**PUBLIC HEALTH AND ENVIRONMENT COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 244
1 DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102-4689**

IMPORTANT HEARING NOTICE!!!

**41 Library
100 Larkin Street Govt Information Center**

3F
90.80
11/01
cancelled

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING

PUBLIC HEALTH AND ENVIRONMENT COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Public Health and Environment Committee scheduled for Thursday, ~~January~~ 11, 2001 at 1:00 pm at 1 Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been **cancelled**.

Gloria L. Young, Clerk of the Board

01-03-01A1) 16 5400
DOCUMENTS DEPT.

JAN - 8 2001

SAN FRANCISCO
PUBLIC LIBRARY

PUBLIC HEALTH AND ENVIRONMENT COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 244
1 DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102-4689

IMPORTANT HEARING NOTICE!!!

41 Library
100 Larkin Street Govt Information Center

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING
PUBLIC HEALTH AND ENVIRONMENT COMMITTEE
SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Public Health and Environment Committee scheduled for Thursday, January 25, 2001 at 1:00 p.m. at 1 Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been **cancelled**.

Gloria L. Young, Clerk of the Board

DOCUMENTS DEPT

JAN 19 2001

SAN FRANCISCO
PUBLIC LIBRARY

155 1/18/01

PUBLIC HEALTH AND ENVIRONMENT COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 244
1 DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102-4689

IMPORTANT HEARING NOTICE!!!

41 Library
100 Larkin Street Govt Information Center



City and County of San Francisco

City Hall
1 Dr. Carlton

Meeting Minutes

Public Health and Environment Committee

[All Committees]
Government Document Section
Main Library

Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

Clerk: Deborah Muccino

Tuesday, February 13, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

Meeting Convened

The meeting convened at 10:06 a.m.

010001 [Contract funds to assist in a study of social movements and HIV/AIDS in Brazil]

Resolution authorizing the Department of Public Health (Subgrantee) to enter retroactively into an agreement in the amount of \$16,431 with the Trustees of Columbia University (CU) for Charles H. Klein as Co-Principal Investigator and Subgrantee employee to assist in coordination, developing data collection instruments, maintaining data quality assurance, and coordinating data analysis for a study of social movements and HIV/AIDS in Brazil; retroactively to March 1, 2000. (Public Health Department)

12/27/00, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Debra Newman, Budget Analyst's office; Lucille Burlew Lawlor, Department of Public Health; Ted Lakey, Deputy City Attorney; Dr. Klein, Department of Public Health.

2/13/01 Amended on page 1 line 6, after "Investigator", change "and" to "a". On page 2, delete the last "Further Resolved" paragraph.

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010002 [Contract funds from YMCA of San Francisco to provide health services to OMI/Excelsior Neighborhood Beacon Center participants]

Resolution authorizing the Department of Public Health, Balboa Teen Health Center (the "Contractor"), to enter retroactively into an independent contractor services agreement in the amount of \$19,302 with the OMI/Excelsior Neighborhood Beacon Center/Urban Services YMCA of San Francisco (the "Client") to provide health services to Beacon Center participants; retroactive to July 1, 2000. (Public Health Department)

12/29/00, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Debra Newman, Budget Analyst's office; Michael Baxter, Department of Public Health.

2/13/01 Amended on page 1 line 19, after "available", delete the word "grant".

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

DOCUMENTS DEPT.

FEB 16 2001

SAN FRANCISCO
PUBLIC LIBRARY

010049 [Grant funds from the Bay Area Air Quality Management District for the purpose of supporting efforts to improve air quality]

Resolution authorizing the City Administrator and the Director of the Department of the Environment to accept and expend \$900,000 from the Bay Area Quality Management District's Transportation Fund for Clean Air and authorizing the City Administrator and the Director of the Department of the Environment to execute agreements with the Bay Area Air Quality Management District, whereby, the City would indemnify the District from claims resulting from the City's performance of said agreements. (City Administrator)

1/9/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Debra Newman, Budget Analyst's office; Tom Adams, Clean Air Program, Department of the Environment.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 10:48 a.m.

90.80
3
1/13/01
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

DOCUMENTS DEPT.

February 8, 2001

FEB - 9 2001

TO: Public Health & Environment Committee

SAN FRANCISCO
PUBLIC LIBRARY

FROM: Budget Analyst

SUBJECT: February 13, 2001 Public Health & Environment Committee Meeting

Item 1 - File 01-0001

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health (Subgrantee) to enter retroactively into a grant agreement in the amount of \$16,431 with the Trustees of Columbia University (CU) for Charles H. Klein as Co-Principal Investigator, a Subgrantee employee, to assist in coordination, developing data collection instruments, maintaining data quality assurance, and coordinating data analysis for a study of social movements and HIV/AIDS in Brazil; retroactive to March 1, 2000.

Source of Funds: Trustees of Columbia University
National Science Foundation

Grant Amount: \$16,431

Grant Period: March 1, 2000 through February 28, 2001 (one year) (See Comment 2)

Required Match: None

BOARD OF SUPERVISORS
BUDGET ANALYST

Indirect Costs: \$2,266 (16% of total modified direct costs, which are salary and fringe benefits)

Description: The proposed resolution would authorize the DPH to enter into a grant agreement with the Trustees of Columbia University (CU) and to accept grant funds in the amount of \$16,431 to assist CU in a study of social movements and HIV/AIDS in Brazil. According to Dr. Charles Klein from the DPH's HIV Prevention Unit, the DPH chose to allow Dr. Klein to participate in the proposed project in Brazil because it promotes partnerships and exchange of knowledge related to HIV prevention among individuals and organizations studying HIV and AIDS (see Comment 1).

Dr. Klein advises that the proposed project is a joint effort between CU and the DPH to conduct an ethnographic and historical investigation of the social movement that has emerged around AIDS-related issues in Brazil over the past fifteen years. Dr. Klein advises that he is the sole DPH staff member involved in the proposed project and would spend 20 percent (0.2 FTE) of his time working on the proposed project. Dr. Klein further advises that his work efforts would include working in Brazil to (1) conduct interviews with health policy makers, HIV service providers, people living with HIV/AIDS, and AIDS activists; (2) conduct archival research on the history of HIV/AIDS movements and community in Brazil; and, (3) make observations of AIDS-related social movements at health departments, clinics and community-based organizations. Data analysis would occur in San Francisco. According to Dr. Klein, the data obtained under the proposed project would increase the understanding of AIDS related mobilization and will serve as a case study to assess the role of AIDS movements in controlling the HIV/AIDS epidemic in Brazil and elsewhere.

Budget: The budget for the subject grant funds for the proposed project is as follows:

Salary (0.2 FTE)	\$ 11,505
Fringe Benefits (23% of salaries)	<u>2,660</u>
Subtotal DPH	\$14,165
Indirect Costs (16% of salaries and fringe benefits)	2,266
Subtotal	<u>\$ 2,266</u>
Total	\$16,431

According to Dr. Klein, CU would pay for his travel and material expenses.

Comments: 1. According to Dr. Klein, CU and Dr. Klein (the Subgrantee) submitted a joint proposal to the National Science Foundation to study social movements and HIV/AIDS in Brazil prior to Dr. Klein's employment with the DPH. The National Science Foundation selected the joint proposal for funding after Dr. Klein began to work for the DPH. As noted above, the DPH agreed to allow Dr. Klein to work on the proposed project because the grant promotes partnerships and the exchange of knowledge related to HIV prevention between those that study HIV and AIDS, which then necessitated the subject grant agreement between CU and the DPH. Dr. Klein notes that other scientists in the HIV Prevention Unit have also been involved in international research and consulting projects, and that his participation in the proposed project would be fully reimbursed by the subject grant funds.

2. Dr. Klein advises that the National Science Foundation awarded the subject grant to CU and Dr. Klein on September 30, 1999 and the proposed project was scheduled to begin on March 1, 2000. However, delays in the release of the grant monies to CU by the National Science Foundation and the time spent on contract negotiations between CU and the DPH has held up the release of funds to the DPH and the commencement of the proposed project. According to Dr. Klein, no money has been accepted from CU and the proposed project has not yet begun. Dr. Klein states that he hopes to begin the

BOARD OF SUPERVISORS
BUDGET ANALYST

project in early February after approval from the Board of Supervisors. Dr. Klein advises that he would be able to complete the proposed project despite the late start date because he anticipates a second year of funding from the National Science Foundation via CU and that the costs savings from year one would be carried forward to year two (see Comment 3).

3. The proposed resolution contains a provision that authorizes the Director of Health to enter into similar agreements with CU if the grant recurs or is renewed without seeking subsequent approval from the Board of Supervisors for each renewal. Dr. Klein advises that the National Science Foundation indicated that they are likely to fund the proposed joint project between CU and Dr. Klein for a total of two years and that the subject grant in the amount of \$16,431 is for the first year of the proposed project. According to Dr. Klein, the grant amount for year two should be approximately the same amount as year one, or \$16,431, for a total of approximately \$32,862 over the two-year period. Dr. Klein advises that the funding in year two would be used to continue the proposed project. Dr. Klein does note that while the funding for year two is likely, there is no absolute guarantee from the National Science Foundation that the subject grant would be renewed for a second year.

4. Page one, line six, of the proposed resolution incorrectly states, "Charles H. Klein as Co-Principal Investigator and Subgrantee employee" when it should read, "Charles H. Klein as Co-Principal Investigator a Subgrantee employee," because Dr. Klein is the sole DPH staff member working on the proposed project. Therefore, the proposed resolution should be amended to revise this wording.

5. The Attachment is the Department of Public Health's Grant Application Information Form, which includes the Disability Access Checklist.

Recommendations:

1. Amend the proposed resolution to correct an error on page one, line six, of the resolution, which states, "Charles H. Klein as Co-Principal Investigator and Subgrantee employee" to read, "Charles H. Klein as Co-Principal

BOARD OF SUPERVISORS
BUDGET ANALYST

Investigator, a Subgrantee employee," in accordance with Comment 4 above.

2. Approval of the proposed resolution, as amended is a policy matter for the Board of Supervisors since this resolution authorizes the Director of Health to enter into future agreements, similar to the subject grant agreement with CU, if the grant recurs or is renewed, without obtaining subsequent approval by the Board of Supervisors, and as noted above, in Comment No. 3, the National Science Foundation intends to continue funding the subject grant for an additional year, for a total grant amount of \$32,862 over the two-year period.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Social Movements and HIV/AIDS in Brazil
2. Department: San Francisco Department of Public Health, Population Health and Prevention Division, Community Health Promotion and Prevention, HIV Prevention
3. Contact Person: Charles Klein Telephone: 554-9006
4. Grant Approval Status (check one):
☒ [x] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$16,431
- 6a. Matching Funds Required: \$0.00
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: The Trustees of Columbia University
b. Grant Pass-Through Agency (if applicable): National Science Foundation CFDA# 47.075
8. Proposed Grant Project Summary: This project is an ethnographic and historical investigation of the social movement that has emerged around AIDS-related issues in Brazil over the past fifteen years. The study seeks to answer four closely related questions: (1) how have pre-existing social movements intersected with and affected the development of the Brazilian AIDS movement? (2) how the emergence of a distinct AIDS movement influenced broader social responses to the epidemic?; (3) how has the Brazilian AIDS movement shaped AIDS-related state policies and programs?; and (4) how has this AIDS movement affected the shape of the HIV/AIDS epidemic in Brazil? The data obtained will increase our understanding of contemporary social movements and AIDS related mobilization and will serve as a case-study to assess the role of AIDS movements in controlling the HIV/AIDS epidemic in Brazil and elsewhere.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: March 1, 2000 End-Date: February 28, 2001
10. Number of new positions created and funded: 0
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
- 12a. Amount budgeted for contractual services: \$0.00
b. Will contractual services be put out to bid? N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$2,266

b2. How was the amount calculated? 16% of Total Modified Direct Costs

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

☐ Existing Site(s)

☐ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

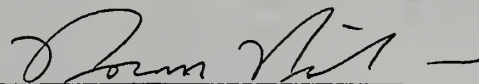
☒ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

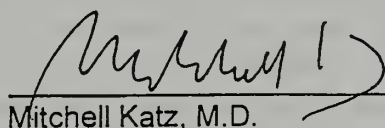
Departmental or Mayor's Office of Disability Reviewer:



Norman Nickens

Date Reviewed: 12/20/00

Department Approval:



Mitchell Katz, M.D.

Director of Public Health

Item 2 – File 01-0002

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Balboa Teen Health Center, to enter retroactively into an independent contractor services agreement in the amount of \$19,302 with the Excelsior Neighborhood Beacon Center/Urban Services YMCA of San Francisco to provide expanded health services to Beacon Center participants; retroactive to July 1, 2000.

Contract Amount: \$19,302

Contract Period: July 1, 2000 through June 30, 2001 (one year)

Project: Excelsior Neighborhood Beacon Center/Urban Services YMCA of San Francisco

Description: The Excelsior Neighborhood Beacon Center, a non-profit organization, is a community center that has provided activities appealing to middle school and high school age youth, while at the same time providing health and substance abuse counseling for its patrons, since 1999. The Beacon Center also provides access to physical exams and other medical services through referrals to the Balboa Teen Health Center, a part of DPH, which is located across the street from the Beacon Center. The proposed resolution would allow the Beacon Center to enter into an agreement with DPH, which would allow additional staff time at the Balboa Teen Health Center for the provision of physical exams and other medical services directly for Beacon Center patrons. Since July 1, 2000, the Balboa Teen Health Center, through its collaboration with the Beacon Center, has provided services per the terms of the subject proposed agreement to approximately 30 Beacon Center patrons per month (see Comment No. 2). Prior to increasing staff time per the terms of the proposed agreement, the Balboa Teen Health Center saw approximately five Beacon Center patrons per month, or 25 less Beacon Center patrons per month than are currently served.

Approval of the proposed resolution would retroactively authorize DPH to enter into a \$19,302 agreement with Excelsior Neighborhood Beacon Center/Urban Services YMCA of San Francisco to expand the amount of service currently available to Beacon Center patrons at the Balboa Teen Health Center. Expansion of these services would consist of budgeting additional time for current Balboa Teen Health Center staff to better meet the physical exam and medical service needs of Beacon Center patrons.

Positions Affected: The proposed resolution would authorize an increase in the FTE of three existing positions: increasing a Health Worker II (2586) by 0.06 FTE, increasing a Nurse Practitioner (2328) by 0.08 FTE, and increasing a Registered Nurse (2320) by 0.125 FTE, for a total of an additional 0.265 FTE positions. However, Mr. Michael Baxter of the DPH states that the Department has been providing these expanded services to Beacon Center patrons at the Balboa Teen Health Center according to the terms of the proposed agreement since July 1, 2000 using existing personnel (see Comment No. 2).

Budget: The budget for the proposed personal services contract is as follows:

Salaries			
0.06 FTE 2586 Health Worker II	120 hrs. @ 16.86/hr.	\$2,024	
0.08 FTE 2328 Nurse Practitioner	160 hrs. @ 40.81/hr.	6,530	
0.125 FTE 2320 Registered Nurse	260 hrs. @ 31.66/hr.	<u>8,232</u>	
Salaries Total		16,786	
Fringe Benefits (15% of salaries)			<u>2,516</u>
Total			<u>\$19,302</u>

Comments: 1. The proposed resolution would authorize the Director of Health, without subsequent approval by the Board of Supervisors, to enter into similar agreements with Excelsior Neighborhood Beacon Center/Urban Services YMCA of San Francisco if the agreement recurs or is renewed. According to Mr. Baxter, the Department expects the proposed agreement to be renewed annually.

2. According to Mr. Baxter, the proposed resolution to enter into the subject personal services agreement is retroactive because DPH has been providing these expanded health services at the Balboa Teen Health Center since July 1, 2000.

According to Mr. Baxter, DPH has not yet accepted these funds, but has provided the services detailed in the proposed personal services agreement "on good faith" since July 1, 2000. Mr. Baxter states that DPH was not able to gain Board of Supervisors approval prior to July 1, 2000 because complying with the City's administrative requirements took longer than expected. In addition, Mr. Baxter advises that, the process was delayed because (1) the YMCA changed its contracting forms, which necessitated re-negotiation, and (2) the primary person handling the contract negotiations for the YMCA went on maternity leave.

3. The proposed resolution incorrectly states "...the Contractor proposes to maximize use of available grant funds...". As the proposed agreement is a contract and not a grant, the proposed resolution should be amended to delete the word "grant" from Page one, line nineteen of the proposed resolution.

Recommendations:

1. Amend the proposed resolution to delete a reference to the proposed agreement as a grant (see Comment No. 3).

2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors, because the proposed resolution would authorize the Director of Health to enter into similar agreements with Excelsior Neighborhood Beacon Center/Urban Services YMCA of San Francisco, without first obtaining Board of Supervisors approval.

Item 3 – File 01-0049

Department: Department of the Environment (DOE)

Item: Resolution authorizing the City Administrator and the Director of the Department of the Environment to accept and expend \$900,000 from the Bay Area Air Quality Management District's Transportation Fund for Clean Air and authorizing the City Administrator and the Director of the Department of the Environment to execute agreements with the Bay Area Air Quality Management District (BAAQMD), whereby, the City would indemnify the District from claims resulting from the City's performance of said agreements. The purpose of the grant is to subsidize the incremental costs of purchasing natural gas refuse transfer trucks instead of diesel refuse transfer trucks.

Source of Funds: Bay Area Air Quality Management District (BAAQMD)

Grant Amount: \$900,000

Grant Period: December 1, 2000 through November 1, 2002 (approximately two years) (see Comment 1)

Required Match: \$1,675,400 (see Budget)

Indirect Costs: The DOE requests that indirect costs be waived so that all the grant funds can be applied to direct program costs.

Description: The proposed resolution would authorize the DOE to accept and expend the subject grant in the amount of \$900,000 to subsidize the purchase of 18 new natural gas powered heavy-duty refuse transfer trucks. The purpose of the proposed natural gas transfer truck procurement project is to reduce harmful emissions from 18 diesel-powered heavy-duty refuse transfer trucks currently operated by Norcal Waste Systems, Inc. (operated within the jurisdiction of the City and County of San Francisco) by replacing the 18 diesel-powered heavy-duty refuse transfer trucks with 18 natural gas refuse transfer trucks. Norcal Waste Systems, Inc. (Norcal) is the parent corporation of Sunset Scavenger Company and Golden Gate Disposal and Recycling Company, two companies

which, together, provide all refuse collection and disposal services within the City and County of San Francisco. The proposed procurement project is the final phase of an on-going project to replace a fleet of 32 diesel-powered transfer trucks operated by Norcal. The BAAQMD funded the incremental cost differences for 14 natural gas transfer trucks in approximately November of 1999 (File 00-0279).

The natural gas heavy-duty refuse transfer trucks are manufactured by Peterbuilt and will have a Power Systems Associates/Caterpillar engine. The estimated life span of the natural gas refuse transfer trucks is 10 years.

Budget:

The subject grant funds of \$900,000 and Norcal's matching funds of \$1,675,400, for a total of \$2,575,400 would be used to purchase 18 natural gas transfer trucks. According to Mr. Ruvolo, diesel-powered trucks cost approximately \$91,800 each while natural gas trucks cost approximately \$141,778 each for an incremental cost difference of approximately \$49,978 per truck. Mr. Ruvolo advises that the subject grant in the amount of \$900,000 would subsidize the total incremental cost difference of \$899,604 (\$49,978 per truck times 18 trucks) between the diesel-powered trucks and the natural gas trucks. Norcal's matching funds in the amount of \$1,675,400 would cover the remaining estimated project costs of \$1,652,004, which is \$23,396 less than the available matching funds. Mr. Ruvolo reports that the \$1,675,400 in matching funds has already been budgeted by Norcal for the acquisition of 18 new diesel-powered transfer trucks.

Comments:

1. According to Mr. Rick Ruvolo from the DOE, although the grant period is from December 1, 2000 through November 1, 2002, the DOE has neither accepted nor received the subject award and, therefore, does not need retroactive authorization. Mr. Ruvolo states that the proposed project would still be completed by November 1, 2002 despite the late start date on the proposed project.

2. As a condition of the grant agreement, Norcal Waste Systems, Inc. must operate the 18 transfer trucks

BOARD OF SUPERVISORS
BUDGET ANALYST

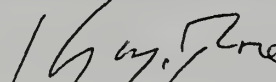
procured with this grant within the San Francisco Bay Area Air Basin for a minimum of ten years.

3. The proposed resolution contains an indemnification and hold harmless clause in which the City would indemnify and hold harmless the Bay Area Air Quality Management District from any claims or actions resulting from the performance by the City of its duties under the agreement. According to Ms. Alison Stewart Cocotis of the City Attorney's Office, the indemnification and hold harmless clause is reasonable.

4. The Attachment is the Department of the Environment's Grant Application Information Form, which includes the Disability Access Checklist.

5. According to Mr. Ruvolo, the Grant Application Information Form incorrectly states that the BAAQMD (the grantor) does not permit the inclusion of indirect costs. Mr. Ruvolo advises that in the prior phase of the natural gas procurement project, the BAAQMD did not allow indirect costs to be included in the grant budget, however, indirect costs are currently allowable. Mr. Ruvolo further advises that BAAQMD limits BAAQMD grant support to no more than \$50,000 per refuse transfer truck. As discussed above, an estimated \$49,978 per truck would be required to pay for the incremental cost differences from the subject BAAQMD grant. Given that nearly all of this money is needed by Norcal to cover the incremental costs of the transfer trucks, in the subject resolution the DOE requests to waive the inclusion of the indirect costs in order to maximize the number of natural gas transfer trucks that can be purchased.

Recommendation: Approve the proposed resolution.


Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Stephen Kawa

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Norcal Natural Gas Trucks-Phase 3

2. Department: Environment

3. Contact Person: Rick Ruvolo

Telephone: 554-6184

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$900,000

6a. Matching Funds Required: \$ 1,675,400

b. Source(s) of matching funds (if applicable): Norcal Waste Systems Capital budget

7a. Grant Source Agency: Bay Area Air Quality Management District

b. Grant Pass-Through Agency (if applicable): (Passing through the City and County of SF to Norcal Waste Systems, Inc.

8. Proposed Grant Project Summary:

Grant funds will subsidize the purchase of 18 new natural gas powered heavy duty vehicles.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date:

December 1,2000

End-Date:

November 1, 2002

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: 0

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs?

[] Yes

[] No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

[x] Not allowed by granting agency

[x] To maximize use of grant funds on direct services

[] Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

[] Existing Site(s)

[] Existing Structure(s)

[x] Existing Program(s) or Service(s)

[] Rehabilitated Site(s)

[] Rehabilitated Structure(s)

[] New Program(s) or Service(s)

[] New Site(s)

[] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

This grant funds the purchase of new natural gas powered heavy duty vehicles to operate as transfer trucks for Norcal Waste Systems, Inc. The replacement of similar diesel vehicles will result in improved air quality throughout the SF Bay Area.

Departmental or Mayor's Office of Disability Reviewer: _____

(e)Pal, MOD
(Name)

Date Reviewed: 18 Dec 2000

Department Approval: _____

Ryan Brooks
(Name)

Dir of Admin
(Title)

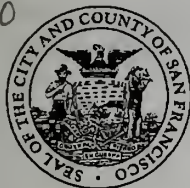
(Signature)

[Signature]

390.80

2

1/27/01



City and County of San Francisco

Meeting Minutes

Public Health and Environment Committee

Members: Supervisors Sophie Maxwell, Leland Yee

[All Committees]
Government Document Section
Main Library

Clerk: Deborah Muccino

Tuesday, February 27, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED

The meeting convened at 10:06 a.m.

010163 [Clean Ferries]

Supervisors Newsom, Gonzalez

Resolution urging the Golden Gate National Recreation Area (GGNRA) and all other ferry operators to pursue cleaner marine technologies, adopt diesel emissions reduction strategies, and develop alternative fuel and ferry design demonstration projects; further urging the Bay Area Water Transit Authority (BAWTA) to establish a cleaner marine technology committee to seek financing for and develop a natural gas demonstration vessel and an alternative fuel ferry plan.

1/29/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Supervisor Newsom; Veronica Sanchez, Manager, Governmental Affairs, Port of San Francisco; Francesca Vietor, Department of the Environment; David Clark; Russell Long; Tom Burdkin, Program Director, SF Water Transit Authority; Jeff Potter, SF Baykeeper; Teri Shore, Earth Island Institute; Captain Pip Elles.

Supervisors Leno and Maxwell requested to be added as co-sponsors.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

DOCUMENTS DEPT.

FEB 28 2001

SAN FRANCISCO
PUBLIC LIBRARY

010191 [Internet Server Farms]**Supervisor Maxwell**

Hearing to discuss the proliferation of internet server farms; and power demands and potential environmental and health impacts from internet server farms.

1/29/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Sponsor requests this item be scheduled for consideration at the February 27, 2001 meeting.

Heard in committee. Speakers: Elaine Warren, Legislative Analyst; John De Kassier; Gerald Green, Planning Department; Hilary Gitelman, Planning Department; Francesca Vietor, Department of the Environment; Frank Wong, Assessor's office; Cal Brumhein, Department of the Environment; Li Chou, Assessor's office; Bob Hambrecht, President, Apollo Media; Brett Gladstone; Clinton Fein; Bill Deboisbac; Tyrone Netters, Real World Consulting; Gloria Channon, Gray Panthers; Manuel Fishman, Building Owners and Managers Assoc.; Rev. Arnold G. Townsend; Derek Gaskin; Anthony Ross; Luis Gitlandos; Eric Quezada; Calvin Welch; J. Michael Silva, Enertech Consultants; Marie Harrison; Joe Boss; Ena Aguirre; Dave Crise.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

ADJOURNMENT

The meeting adjourned at 12:59 p.m.



City and County of San Francisco

City Hall

Meeting Minutes

[All Committees]

Public Health and Environment (

Government Document Section
Main Library

Members: Supervisors Sophie Maxwell, Leland Ye

Clerk: Deborah Muccino

Tuesday, March 13, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED

The meeting convened at 10:01 am.

010374 [Emergency Work, John Muir Drive]

Resolution declaring a public emergency at John Muir Drive as a result of the unstable conditions caused by heavy rains and directing and authorizing the Director of the Department of Public Works to take necessary measures in the most expeditious manner to prevent or mitigate loss of or damage to the sewer transport system at John Muir Drive between Skyline Boulevard and Lake Merced Boulevard. (Public Works Department)

2/26/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Patrick Riveria, Department of Public Works; Ted Lakey, Deputy City Attorney.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 10:18 am.

DOCUMENTS DEPT.

MAR 14 2001

SAN FRANCISCO
PUBLIC LIBRARY

3F
590.80
3
3/13/01

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

DOCUMENTS DEPT.

March 8, 2001

MAR 12 2001

SAN FRANCISCO
PUBLIC LIBRARY

TO: ~~Public Health & Environment Committee~~

FROM: ~~Budget Analyst~~

SUBJECT: ~~March 13, 2001 Public Health & Environment Committee Meeting~~

Item 1 - File 01-0374

Department: Department of Public Works (DPW)

Items: Resolution declaring a public emergency at John Muir Drive as a result of unstable conditions caused by heavy rains, and directing and authorizing the Director of the Department of Public Works to take necessary measures in the most expeditious manner to prevent or mitigate loss of or damage to the sewer transport system at John Muir Drive, between Skyline Boulevard and Lake Merced Boulevard.

Amount: \$350,000

Source of Funds: 1987 Park Bond funds, which are available for projects at Lake Merced.

Description: According to Mr. Patrick Rivera of the Department of Public Works (DPW), on January 25, 2001, unusually heavy rains caused water running through the Vista Grande Canal, which is located within the city limits of Daly City, to run over its embankment into San Francisco and onto John Muir Drive. The Canal's overflow resulted in erosion of three areas of the shoreline between John Muir Drive and Lake Merced Boulevard. This erosion, according to Mr. Rivera,

threatens to undermine the sewer lines and roadway along a 100-foot area of John Muir Drive.

On February 23, 2001 pursuant to Section 6.60 of the Administrative Code, DPW notified the Controller that it would be conducting repairs to provide an emergency temporary solution to the erosion problem. That same day, A. Ruiz Construction Company, Inc. filled the most severely affected area with packed sand. According to Mr. Rivera, these measures taken by DPW provide only a temporary solution to the erosion problem, and a permanent solution is needed immediately to prevent further damage. Mr. Rivera states that the Department has employed a geotechnical consultant to determine the most appropriate permanent solution to the current problem. The Department expects to receive a number of alternative long-term solutions to the erosion problem from their geotechnical consultant on or about March 20, 2001. As of the writing of this report, DPW has not closed off any part of John Muir Drive to street traffic.

The proposed resolution would declare the existence of an emergency and authorize the DPW to proceed in the most expeditious manner to perform work necessary to permanently stabilize and repair the roadway and adjacent shoreline areas of John Muir Drive. Pursuant to Section 6.60 of the Administrative Code, the Department would not be required to undertake a competitive process for selection of a contractor to do the emergency repair work. According to Mr. Rivera, DPW expects to select A. Ruiz Construction Company, Inc. to construct the permanent solution to the current erosion problem, the same company used to construct the temporary repairs on February 23, 2001 and the ostensible long-term repair in 1998. Mr. Rivera notes that A. Ruiz Construction Company, Inc. is one of the contractors on DPW's "List of Emergency Contractors."

Budget: \$350,000 (see Comment No. 1)

Comments: 1. According to Mr. Rivera, the contractor that completed the temporary work has not yet submitted a statement of costs to DPW. Consequently, according to Mr. Rivera, the Department does not at this time know the cost of

Memo to Public Health and Environment Committee
March 13, 2001 Meeting of Public Health and Environment Committee

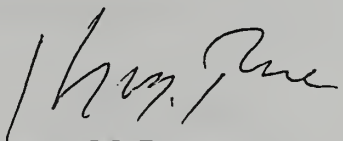
temporarily repairing the damage to the shoreline along John Muir Drive.

Further, according to Mr. Rivera the DPW geo-technical consultant has not yet determined which long term solution would be most appropriate for preventing future erosion along John Muir Drive. As such, the Department does not currently have an estimate for the cost of such permanent repairs, according to Mr. Rivera. Mr. Rivera states that the \$350,000 listed on the subject resolution is based solely on the cost of repairs conducted in 1998.

2. According to Mr. Rivera, this is the second time in three years that the Department has requested the Board of Supervisors to declare an emergency at John Muir Drive. Mr. Rivera states that in 1998, the same shoreline area along John Muir Drive suffered severe erosion due to overflow from the Vista Grande Canal. According to Mr. Rivera, the repairs conducted at that time, which cost approximately \$350,000 were expected to fully support the roadway such that no further repairs would be required for approximately 50 years. Mr. Rivera states that unusually severe weather caused the subject additional erosion problem in the same area that was repaired in 1998.

3. According to Mr. Jonathan Lee of the City Attorney's Office, in January of 2001, the City filed a lawsuit against Daly City authorities for the recovery of the approximately \$350,000 in costs associated with the repairs at John Muir Drive in 1998. Mr. Lee further states that a second lawsuit will be filed within the next six months to recover the costs of the proposed emergency repair work.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Stephen Kawa

BOARD OF SUPERVISORS
BUDGET ANALYST



City and County of San
Meeting Minut
Public Health and Environn
Members: Supervisors Sophie Maxwell, Le

[All Committees]
Government Document Section
Main Library

City Hall

A

Clerk: Deborah Muccino

Tuesday, March 27, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED

The meeting convened at 10:03 am.

010438 [State grant to promote healthy eating at the local and regional levels]

Resolution authorizing the Department of Public Health, Community Health Services, to accept retroactively and expend grant funds of \$25,000, from the California Department of Health Services for a Project LEAN Nutrition Network project and to enter into an agreement for the use of these funds; providing for ratification of action previously taken. (Public Health Department)

3/7/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Speakers: None.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

010439 [Grant from the State Office of AIDS for a survey of young men residing in low-income neighborhoods]

Resolution authorizing the Department of Public Health, AIDS Office, to accept retroactively and expend grant funds of \$50,000 from the State Office of AIDS for a survey of young low-income men and to enter into an agreement for the use of these funds; providing for ratification of action previously taken. (Public Health Department)

3/7/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Speakers: None.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

DOCUMENTS DEPT.

MAR 30 2001

SAN FRANCISCO
PUBLIC LIBRARY

010429 [Agreement, HIV Vaccine Clinical Trials]

Resolution authorizing the San Francisco Department of Public Health, (SFDPH), subcontractor, to enter into an agreement in the amount of \$247,970 with Public Health Foundation Enterprises, Inc. (PHFE), primary contractor, to fund the SFDPH portion for "San Francisco HIV Vaccine Clinical Trials", a unit of the HIV Vaccine Trials Network (HVTN); retroactive to June 1, 2000. (Public Health Department)

3/6/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the March 27, 2001 meeting.

Speakers: None.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

010449 [Contract, DPH - University of California, San Francisco]

Resolution authorizing the San Francisco Department of Public Health (SFDPH), subcontractor, to enter into an agreement in the amount of \$387,775.84 with the University of California, San Francisco (UCSF), primary contractor, for the "Behavioral, Basic and Clinical Studies of Post-Exposure Prophylaxis (PEP)" project for the period of September 30, 2000 to August 31, 2004. (Public Health Department)

3/12/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the March 27, 2001 meeting.

Speakers: None.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

001861 [Amendment to the India Basin Industrial Park Redevelopment Plan to modify use restrictions and parking and loading requirements]

Supervisor Katz

Ordinance approving and adopting an amendment to the Redevelopment Plan for the India Basin Industrial Park Development Project Area (Ordinance No. 26-69, amended by Ordinance Nos. 474-86, 141-87 and 416-94) to modify the land use provisions and reduce the parking and loading requirements for Lot 23 of Assessor's Block 5203 within the Redevelopment Plan Area; adopting findings pursuant to the California Environmental Quality Act; adopting findings that the Redevelopment Plan Amendment is consistent with the City's General Plan and Eight Priority Policies of City Planning Code Section 101.1; adopting other findings pursuant to the California Community Redevelopment Law.

(Final Negative Declaration issued on October 18, 2000; Redevelopment Agency report dated October 2000 to the Board of Supervisors for the India Basin Industrial Park Redevelopment Plan Amendment.)

10/23/00, ASSIGNED UNDER 30 DAY RULE to Transportation and Land Use Committee, expires on 11/22/2000. Sponsor: Supervisor Katz

12/4/00, SUBSTITUTED. Supervisor Katz submitted a substitute ordinance. approved as to form, bearing new title. Sponsor requests this item be scheduled for consideration at the December 14, 2000 meeting.

12/4/00, ASSIGNED to Transportation and Land Use Committee.

12/14/00, CONTINUED. Heard in Committee. Speaker: Stanley Muraoka. Continued to January 23, 2001.

12/18/00, CONTINUED ON FIRST READING. At the request of the San Francisco Redevelopment Agency, this matter was continued to January 29, 2001.

1/29/01, CONTINUED ON FIRST READING. Supervisor Maxwell moved to continue consideration to February 26, 2001.

2/1/01, TRANSFERRED to Housing, Transportation and Land Use Committee. New committee structure.

2/8/01, TRANSFERRED to Public Health and Environment Committee. Transferred at the direction of the President.

2/26/01, CONTINUED ON FIRST READING. Supervisor Maxwell requested that this matter be continued to April 2, 2001.

Speakers: None. Continued to May 8th meeting.

CONTINUED by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

010234 [Hunters Point Shipyard Environmental Clean-up]

Supervisors Maxwell, Ammiano, Daly, Gonzalez, Hall, Leno, McGoldrick, Newsom, Peskin, Sandoval, Yee

Hearing on the implementation of Proposition P: Declaration of Policy Supporting Environmental Clean-up to Residential Levels for the Hunters Point Shipyard.

2/5/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Sponsor requests this item be scheduled for consideration at the March 27, 2001 meeting.

Heard in committee. Speakers: Ted Lakey, Deputy City Attorney; Saul Bloom, ARC Ecology; Jesse Blout, Mayor's Department of Economic Development; Michael Cohen, Deputy City Attorney; Marie Avery, Base Closure Manager, Navy; Paul Yaroschak, Director of Environmental Compliance, Navy; Daniel Meer, Environmental Protection Agency; Tony Landis, State Department on Toxic and Substance Control; Curtis Scott, California Regional Water Quality Control Board; Dr. Bhathia, Department of Public Health; Elaine Warren, City Attorney's Office; Richard Mock, Navy; Olin Webb, Bayview Hunters Point Community Advocates; Jill Fox, RAB; Marie Harrison, RAB; Elouise Westbrook; Essie Webb; David Gavrich; Dwayne Jones; Helen Jackson; Willie Ralcliff; Maurice Campbell; Female Speaker; Keith Tisdell; Lynne Brown; Betsy Blom-Stallinger; Jesse Mason; Male Speaker; Christine Shirley; Ena Aguirre; Charlette D. Beauford.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

ADJOURNMENT

The meeting adjourned at 1:17 pm.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

DOCUMENTS DEPT.

March 22, 2001

MAR 26 2001

TO: Public Health & Environment Committee

SAN FRANCISCO
PUBLIC LIBRARY

FROM: Budget Analyst

SUBJECT: March 27, 2001 Public Health & Environment Committee Meeting

Item1-File 04038

Department: Department of Public Health, Community Health Services

Item: Resolution authorizing the Department of Public Health, Community Health Services, to accept retroactively and expend grant funds of \$25,000, from the California Department of Health Services for a Project LEAN Nutrition Network project and to enter into an agreement for the use of these funds; providing for ratification of action previously taken.

Grant Amount: \$25,000

Grant Period: October 1, 2000 through September 30, 2001 (one year-see Comment No. 1)

Source of Funds: United States Department of Agriculture (USDA) through the State of California Department of Health Services (DHS)

Description: The subject grant would authorize the Department of Public Health (DPH), Community Health Services (CHS) branch, to accept retroactively and expend a \$25,000 grant from the State DHS. It would also authorize DPH to

Memo to Public Health and Environment Committee
March 27, 2001 Meeting of Public Health and Environment Committee

enter into a contract with the State DHS retroactive to October 1, 2000.

The subject grant would fund activities of Project LEAN, the lead agency for community outreach for the California Nutrition Network. The California Nutrition Network is a coalition of State agencies, public entities, nonprofit organizations, media outlets, and business and industry partners that attempt to improve the health of low-income Californians through education about healthy eating and lifestyles. Project LEAN represents the public relations portion of the Nutrition Network. The subject grant would support DPH employees in providing public relations activities within San Francisco to the California Nutrition Network.

According to Ms. Maria LeClair of DPH, the target population for the subject grant would be San Francisco households with incomes less than \$20,000 per year. In particular, she advises the target population would be food stamp recipients. She further advises that the subject grant would focus on media campaigns to promote increased consumption of fruits and vegetables among the target population.

According to Ms. LeClair, the subject grant would support the following three goals: (1) support California Nutrition Network activities (through cultivation of media contacts in the Bay Area, participation in workshops and providing input for placement of State produced educational materials), (2) implement a community-based marketing plan, and (3) build and maintain California Project LEAN leadership and infrastructure.

Budget:	Salary 0.20 FTE 2846 Nutritionist	\$11,563
	Fringe Benefits	3,238
	Operating Expenses	1,319
	Travel and Per Diem	1,500
	Other Costs (See Attachment I for details)	<u>5,900</u>
	Subtotal-Direct Cost	\$23,520
	Indirect Costs (10% of Personnel Expenses)	<u>1,480</u>
	TOTAL PROJECT COST	\$25,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment I, provided by the DPH Community Health Services, contains details to support the summary budget above.

Required Match: None

Indirect Costs: \$1,480 (10% of Personnel Expenses)

Comments: 1. As noted above, the grant period is from October 1, 2000 through September 30, 2001. Ms. LeClair notes that DPH has already entered into a contract with the State DHS to accept the subject funds. Therefore, the proposed resolution provides for retroactive acceptance of the subject grant.

Ms. LeClair advises that no grant funds have been expended to date. Ms. LeClair further advises that while DPH submitted its application for these grant funds in August of 2000, DPH did not receive State approval of the grant funds until mid-February of 2001 and thus could not submit the proposed resolution to the Board of Supervisors sooner.

2. Ms. LeClair advises that the subject grant will fund a 0.20 FTE 2846 Nutritionist, which is an existing DPH employee whose position is already "G" coded through a Federal grant from the Women, Infants and Children (WIC) program for breastfeeding education. Ms. LeClair advises that if the Project LEAN grant is not awarded in subsequent years, this position would again be funded through the WIC grant.

3. Ms. LeClair advises that while this is the first year the grant has been awarded, she anticipates that it may be awarded in subsequent years due to the past success of the California Nutrition Network. Such a continuation of the proposed grant would require DPH to reapply to the State, and would be subject to separate approval to accept and expend such funds by the Board of Supervisors.

4. Attachment II is a copy of the Grant Application Information Form, as provided by DPH, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

Contractor Name: City & County of San Francisco Department of Public Health
 Contract Number: 00-91351

**California Project Lean
Network Award**

BUDGET JUSTIFICATION

October 1, 2000 through September 30, 2001

Personnel Salaries:

	Title	Salary Range or Hourly Rate	% of Time or # of hours	Total Personnel Salaries
1.	<u>Nutritionist</u> _____	<u>\$27.69</u>	<u>8 hrs/wk</u>	<u>\$11,563</u>
*Based on 26.1 pay periods.			Total Personnel	\$11,563

POSITION DESCRIPTION:

Nutritionist: Will plan, organize, conduct and oversee all activities related to the City & County of San Francisco California Project Lean Promotes, implements, coordinates, and evaluates nutrition programs; plans, organizes, and supervises the work of professional and support staff in the preparation and presentation of nutrition education plans and activities. Collaborates with community based organization in order to promote the Network Program goals and objectives. Provides consultation to Health Department staff and to other departments concerned with nutrition; may provide consultation, assistance, and nutrition education to other facilities related to nutrition and physical activity. Provides liaison to public and private health care providers to promote referrals to the local California Nutrition Network activities. Coordinates and assigns work to subordinate staff based on technical qualifications. Assists in the annual completion of nutrition grant and contract reapplication forms; attends nutrition related meetings and conferences; prepares reports and correspondence.

Fringe Benefits: \$3,238

Operating Expenses: \$1,319

Postage and Office supplies. Printing and duplication of nutrition and physical activity health education pamphlets/handouts that the Bay Area Region Region Project Lean Coalition may develop.

Postage: \$ 50 Office supplies: \$ 320 Printing & duplication: \$ 950

Equipment Expenses: \$ 0

Travel and Per Diem: \$1,500

Travel to CA Nutrition Network Social Marketing Conference, Communication Training Workshops, Regional Communication Network Trainings and Channel Specific Workshops. Travel expenses for Project Director and project Nutritionist. Local mileage. Mileage is reimbursed at .31 cents per mile.

Subcontracts: \$0

Other Costs: \$5,900

Purchase of food for demonstration classes for local partners, media and local events. Training of local staff to support continuing education and skill development. Purchase of promotional nutrition related items to include but not limited to: magnets, aprons, cookbooks/brochures that will include a nutrition education message. Purchase of nutrition education videos or brochures.

Food: \$700	Brochures: \$ 500	Training: \$700
Promotional Items: \$ 4,000		

Indirect Costs: @ 10% of total personnel expenses \$1,480

To cover business and financial services such as accounting, human resources, payroll, auditing, computing and network support, custodial, and utilities for local Project Lean grant staff.

Total Expenses \$25,000

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

Grant Title: California Project Lean

Department: Public Health, Community Health Services, Nutrition Services

Contact Person: Maria LeClair Telephone: 557-9906

Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

Amount of Grant Funding Approved or Applied for: \$25,000

a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

a. Grant Source Agency: California Department of Health

b. Grant Pass-Through Agency (if applicable): DHS+

Proposed Grant Project Summary: This funding will be used locally to support California Nutrition Network activities and to implement and evaluate a Community-Based Social Marketing plan that will promote healthy eating at the regional level. It is designed to implement community interventions that are driven by the target customer and involve regional coalitions in the decision making process to plan community interventions.

Activities include media-related projects; collecting evaluation data; implementing a community-based social marketing plan, which includes support for the Bay Area Project Lean Coalition; developing educational materials; intervention and evaluation; participating in statewide regional meetings; conference calls; attending the Nutrition Network annual Social Marketing Conference; and preparing and submitting progress reports.

9 Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 10/1/00

End-Date: 9/30/01

Number of new positions created and funded: None

1 If new positions are created, explain the disposition of employees once the grant ends? : N/A

12a. Amount budgeted for contractual services: None

b. Will contractual services be put out to bid? : N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : N/A

d. Is this likely to be a one-time or ongoing request for contracting out? : N/A

13a. Does the budget include indirect costs?

☒ Yes

☐ No

b1. If yes, how much? \$1,480

b2. How was the amount calculated? : 10% of total personnel expenses

c. If no, why are indirect costs not included? : N/A

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☒ Rehabilitated Site(s)

☒ Rehabilitated Structure(s)

☒ New Program(s) or Service(s)

☒ New Site(s)

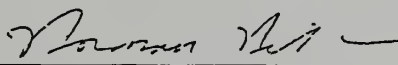
☒ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

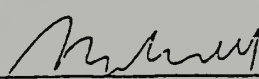

Comments:

Departmental or Mayor's Office of Disability Reviewer: Norman Nickens Deputy Director
(Name) (Title)

Date Reviewed: 2/21/01


(Signature)

Department Approval: Mitchell Katz, MD Director of Health
(Name) (Title)

 
(Signature)

Memo to Public Health and Environment Committee
March 27, 2000 Public Health and Environment Committee Meeting

Item 2 – File 01-0439

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, AIDS Office, to accept retroactively and expend a grant in the amount of \$50,000 from the State Office of AIDS for a survey of young low-income men and to enter into an agreement for the use of these funds; providing for ratification of action previously taken.

Grant Amount: \$50,000

Grant Period: October 15, 2000 through June 30, 2001 (eight and one-half months)

Source of Funds: State Office of AIDS

Project: Survey of Young Men Residing in Low-income Neighborhoods

Description: The California State Office of AIDS has funded a population-based study involving the Counties of San Francisco, San Mateo, Alameda, Contra Costa, and San Joaquin, to determine the prevalence of HIV and other sexually transmitted diseases among young men residing in low-income neighborhoods. The proposed resolution would authorize the Department of Public Health (DPH), AIDS Office to accept retroactively and expend a grant in the amount of \$50,000 from the State Office of AIDS to fund a survey of young men residing in low-income neighborhoods in San Francisco.

Memo to Public Health and Environment Committee
March 27, 2000 Public Health and Environment Committee Meeting

Budget: A summary budget for the proposed project, as authorized by the granting agency, the California Office of AIDS, is as follows:

<u>Item</u>	<u>Cost</u>
Salaries	
0.5 FTE 2808 Senior Disease Control Investigator (Step 5) (8 months)	\$17,774
0.5 FTE 2585 Health Worker I (Step 2) (8 months)	10,510
0.25 FTE 2585 Health Worker I (Step 2) (8 months)	5,255
COLA – 3% of Salaries	1,006
Approximate 5% Step increase for the two 2585 positions	<u>786</u>
Total Salaries	35,331
Fringe Benefits	8,386
Travel	1,283
<u>Client Incentives</u>	<u>5,000</u>
Project Total	\$50,000

Required Match: None.

Indirect Costs: The proposed resolution provides for a waiver of indirect costs because such costs are not allowed by the granting agency.

Comments: 1. Mr. Giuliano Nieri of DPH states that the three proposed grant positions are existing part-time grant-funded staff working on a related project, the Asian Counseling and Testing Study funded by the Center for Disease Control (CDC). According to Mr. Nieri, some overlap in work exists between the proposed project and the current CDC project. Mr. Nieri states that, because this overlap provided an opportunity to be extremely efficient, DPH commenced with the proposed project on November 1, 2000 in anticipation of a reimbursement from the subject grant funds, following approval by the Board of Supervisors. Since DPH staff have been working on the subject grant since November 1, 2000, the proposed resolution would provide for ratification of action previously taken. Mr. Nieri, advises that the Department funded the work on the subject project conducted since November 1, 2000 with monies from the related CDC Project. According to Mr. Nieri, these CDC funds would

BOARD OF SUPERVISORS
BUDGET ANALYST

be reimbursed back to the CDC Project upon approval of the proposed resolution by the Board of Supervisors.

2. According to Mr. Nieri, each of the existing three positions that would be partially funded by the proposed grant are currently coded "G" for grant-funded. Mr. Nieri states that each of these positions would either be shifted to another grant, or would be terminated when the subject grant expires.

3. According to Mr. Nieri, the subject grant is only coming before the Board of Supervisors now, approximately five and one-half months after the start of the grant period, because the subject grant is an amendment to an umbrella agreement between the State Office of AIDS and DPH. As such, according to Mr. Nieri, the subject grant required a more lengthy approval process by the granting agency, the State Office of AIDS. Mr. Nieri reports that, despite the fact that the grant period began on October 15, 2000, DPH did not receive a final executed copy of the subject grant agreement until late February, 2001.

4. Mr. Nieri states that the terms of the proposed grant require that all grant funds be expended prior to the expiration of the grant period on June 30, 2001. According to Mr. Nieri, DPH anticipates expending all of the proposed grant funds prior to this expiration date.

5. According to Mr. Nieri, the proposed Project is expected to extend up to three years in length, depending on the rate at which DPH is able to contact and interview an appropriate sample of subjects. As such, according to Mr. Nieri, the Department anticipates the proposed grant would be renewed for one year beginning July 1, 2001 in the amount of \$150,000 and that, if needed, a second one-year renewal for \$150,000 would be expected, beginning July 1, 2002. As such, the proposed resolution contains a provision that authorizes the Director of Public Health to enter into other future agreements, similar to the subject agreement with the State Office of AIDS if the grant recurs or is renewed, without obtaining prior approval from the Board of Supervisors.

6. The Attachment, provided by DPH is the Grant Application Information Form, which includes a Disability Checklist.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors since this resolution authorizes the Director of Public Health to enter into other future agreements, similar to the subject agreement, with the State Office of AIDS if the grant recurs or is renewed, without obtaining subsequent approval by the Board of Supervisors.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Survey of Young Men Residing in Low-Income Neighborhoods

2. Department: San Francisco Department of Public Health, AIDS Office,
Seroepidemiology and Surveillance Section

3. Contact Person: Guiliano Nieri Telephone: 554-9130

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$50,000

6a. Matching Funds Required: \$0.00

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: State Office of AIDS

b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary: The Survey of Low Income Men will be a single-stage, cluster sample, population based, door-to-door, cross sectional survey designed to measure the prevalence of HIV, sexually transmitted disease (STD), hepatitis, and related risk behaviors.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: October 15, 2000

End-Date: June 30, 2001

10. Number of new positions created and funded: 0, they are existing positions

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

2a. Amount budgeted for contractual services: \$0.00

b. Will contractual services be put out to bid? N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs?

☐ Yes☒ No

b1. If yes, how much? \$0

b2. How was the amount calculated? N/A

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency☐ To maximize use of grant funds on direct services☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)☒ Existing Structure(s)☒ Existing Program(s) or Service(s)☐ Rehabilitated Site(s)☐ Rehabilitated Structure(s)☐ New Program(s) or Service(s)☐ New Site(s)☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:

Norman Nickens

Deputy Director

Date Reviewed: 2/16/01

Department Approval:

Mitchell Katz, M.D.

Director of Public Health

Item 3- File 01-0429

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, subcontractor, to enter into an agreement in the amount of \$247,970 with the Public Health Foundation Enterprises, Inc., primary contractor, to fund the DPH portion for "San Francisco HIV Vaccine Clinical Trials," a unit of the HIV Vaccine Trials Network (HVTN); retroactive to June 1, 2000.

**Subcontract Amount
Payable to DPH from
Public Health
Foundation
Enterprises, Inc.:**

\$247,970

Subcontract Period: June 1, 2000-May 31, 2001 (One-year-see Comment No. 1.)

Source of Funds: Public Health Foundation Enterprises, Inc.

Matching Funds: None

Indirect Costs: \$32,951 (16% of direct costs)

Budget: The summary budget for the subject grant is as follows:

Salaries	
0.30 FTE 2233 Sr. Physician Specialist	\$36,864
1.00 FTE 2230 Physician Specialist	57,505
0.50 FTE 2593 Health Program Coordinator III	34,452
0.25 FTE 1003 IS Operator Senior	11,836
<u>0.25 FTE 1004 IS Operator Senior</u>	<u>11,269</u>
2.30 TOTAL FTEs	\$151,926

Increases	
STEP (5%) (for 2233 Sr. Physician Specialist and 1004 IS Operator Senior)	\$2,407
COLA (3%) (for all personnel; includes STEP Increases)	<u>4,630</u> 7,037

BOARD OF SUPERVISORS
BUDGET ANALYST

Fringe Benefits	\$37,982
Participant Stipends	<u>9,000</u>
SUBTOTAL-(Direct Costs- Excluding UCSF Contract)	\$205,945
Indirect Costs (16% of Direct Costs)	32,951
UCSF-Subcontract	<u>9,074</u>
TOTAL PROJECT COST	\$247,970

Description:

The subject grant would fund DPH's portion of the study of the safety and effectiveness of potential HIV vaccines through the San Francisco HIV Vaccine Trials Unit (SFHVTU). According to Mr. Billy Pick of DPH, the SFHVTU is a part of a network formed by National Institutes of Health to develop and test preventive HIV vaccines in 20 domestic and international sites. Mr. Pick explains that DPH participated in a similar five-year National Institute of Allergy and Infectious Diseases (NIAID)-funded research study in the past.

According to Mr. Pick, the Public Health Foundation Enterprises, Inc. (PHFE), a nonprofit organization that promotes good health practices through research and development, has received a \$1,270,283 grant from the NIAID to conduct the HIV vaccine research project. Under the subject agreement, PHFE will subcontract with the DPH to assist PHFE in completing the work. The proposed resolution would authorize DPH to enter into this subcontract retroactive to June 1, 2000 with the PHFE for DPH to provide HIV vaccine research services for PHFE.

Mr. Pick explains that the subject grant would fund Phases I, II, IIB, and III, of the HIV vaccine trials. Mr. Pick adds that Phase I involves (1) studying the side effects to ensure that the vaccine is safe, (2) determining whether the vaccine can elicit a response from the

BOARD OF SUPERVISORS
BUDGET ANALYST

dosage and vaccination schedule. Mr. Pick estimates that there would be 8-10 Phase I participants per trial. He explains that Phases II and IIB would take the most promising vaccines from Phase I and administer them to a larger group of people to collect additional data on possible side effects and the effects on the immune system. He estimates that there would be 15-30 Phase II and IIB participants per trial. Mr. Pick explains that Phase III would test the protective benefits of a vaccine in 500-700 people per trial.

Comments:

1. The \$9,074 contract with UCSF for services would be awarded to Dr. Larry Pieperl, a physician who will be heading the Phase I committee for the SFHVTU. According to Mr. Pick, DPH awarded the contract on a sole source basis because of Dr. Pieperl's specialized experience in HIV vaccine research.

2. As shown in the budget for the subject \$247,970, 2.30 FTEs would provide direct services to the project. According to Mr. Pick, these are existing DPH employees whose positions are funded by a collection of grants and are already coded "G" for grant-funded. Mr. Pick advises that these positions would terminate when these subcontract funds expire.

3. The subject subcontract is for the five-year period from June 1, 2000 through May 31, 2005. However, this subcontract stipulates that \$247,970 is for the one-year period from June 1, 2000 through May 31, 2001. The subject subcontract does not specify an amount to be expended for the subsequent four-year period from June 1, 2001 through May 31, 2005. The proposed resolution stipulates that \$247,970 is for the period starting June 1, 2000. However, the proposed resolution does not specify an ending date for the expenditure of these funds. Therefore, to be consistent with the underlying subcontract between DPH and PHFE, the proposed resolution should be amended to designate the subcontract period as June 1, 2000 through May 31, 2001 and the subcontract amount as \$247,970. If the subject subcontract is amended to increase the amount of funding to be received by the DPH from PHFE in future years or to extend the subcontract, then DPH should request

BOARD OF SUPERVISORS
BUDGET ANALYST

Board of Supervisors approval of such subsequent changes at that time.

4. The subcontract between DPH and PHFE includes a mutual indemnification clause. Ms. Nancy Johnston-Bellard of the City's Risk Management Office approved the indemnification clause. Ms. Virginia Dario Elizondo of the City Attorney's Office states that, given that the City's Risk Management Office approved the indemnification clause in accordance with Administrative Code Section 1.24, it was not necessary to include such a clause in the language of the proposed resolution. Therefore, the proposed resolution does not include any such mutual indemnification clause.

5. Mr. Pick states that DPH has incurred expenses on this project since June 1, 2000 and estimates expenses of \$238,671 through March 31, 2001. According to Mr. Pick, these expenses were for preparatory work including logistical details of establishing screening and monitoring sites for participants and staff salaries. Therefore, the proposed resolution requests retroactive approval to June 1, 2000. Mr. Pick notes that the reason for the substantial delay in bringing the proposed resolution to the Board of Supervisors was because DPH was awaiting receipt of a Cooperative Project Assurance from the Federal Office of Human Research Protections and did not receive such assurance until November 27, 2000. The NIAID would not release the funds to PHFE without such assurance.

6. The proposed resolution inaccurately lists Phases I, II, and IIB (Roman Numerals) of the vaccine research trials as Phases 1, 11, and 11B. Therefore, the proposed resolution should be amended to correct this typographical error.

7. The Attachment to this report is a copy of the Grant Information Form, as provided by DPH, which includes the Disability Access Checklist. The explanation of how the indirect costs were calculated should show \$205,945 as the basis for the Direct Costs as shown in the Budget section above. The DPH considers Total Modified Direct Costs to include all direct costs except for contractual services.

BOARD OF SUPERVISORS
BUDGET ANALYST

Recommendations:

1. Amend the proposed resolution to specify June 1, 2000 through May 31, 2001 as the term for the subject subcontract for \$247,970 and to require DPH to obtain Board of Supervisors approval for receipt of any subsequent subcontract funds through the PHFE subcontract or to renew or extend the subject subcontract, in accordance with Comment No. 3 above.
2. Amend the proposed resolution to correct a typographical error that shows Phases I, II, and IIB (Roman Numerals) as Phases 1, 11, 11B, in accordance with Comment No. 6 above.
3. Approve the proposed resolution, as amended.

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: San Francisco HIV Vaccine Clinical Trials (HVTN)

2. Department: Dept. of Public Health,
Population Health and Prevention Division,
HIV Research Section

3. Contact Person: Billy Pick Telephone: 554-9048

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$247,970

6a. Matching Funds Required: \$0.00

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: National Institutes of Health

b. Grant Pass-Through Agency (if applicable): Public Health Foundation Enterprises, Inc.

8. Proposed Grant Project Summary:

The San Francisco HIV Vaccine Trials Unit (SFHVTU) brings together leaders in the fields of virology, immunology, epidemiology, and behavioral science to refine and implement a comprehensive agenda for evaluating safety, immunogenicity, and efficacy of candidate vaccine products in clinical trials. The specific goals of the Department will be to: 1) provide scientific expertise and leadership in planning, implementation, and analysis of Phase I-III trials and laboratory support, 2) assist other sites in development of community outreach, 3) conduct Phase I, II, IIB, and III HIV vaccine trials in San Francisco, and 4) maximize capacity to enroll high-risk participants in Northern California for efficacy trials.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 6/01/00

End-Date: 5/31/01

The total award from NIH to Public Health Foundation Enterprises, Inc. was \$1,270,283 for the HVTN grant from the period of 6/1/2000 - 5/31/01. The Notice of Grant Award from NIH providing provisional support in the amount of \$200,000 was made to PHFE with the balance to be awarded upon the fulfillment of certain conditions, the most important of which the acquisition of a Cooperative Project Assurance from the Office of Human Research Protections. This CPA did not take effect until 11/20/00 and the letter was not sent to Dr. Mitch Katz until 11/27/00. At that point, the NIH released the additional funds to PHFE, which make up the amount of the HVTN grant to SFCC.

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: \$9,074

b. Will contractual services be put out to bid? No, Sole-source

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? On-going for five years

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$32,951

b2. How was the amount calculated? 16% of Total Modified Direct Costs (\$313,919)

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:


Norman Nickens

Deputy Director

(Name)

(Title)

Date Reviewed: 3/1/01



(Signature)

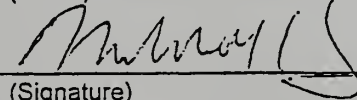
Department Approval:

Mitchell Katz, M.D.

Director of Public Health

(Name)

(Title)



(Signature)

Item 4 – File 01-0449

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health, subcontractor, to enter into an agreement in the amount of \$387,775.84 with the University of California, San Francisco, primary contractor, for the "Behavioral, Basic and Clinical Studies of Post-Exposure Prophylaxis (PEP)" project for the period of September 30, 2000 to August 31, 2004.

Source of Funds: University of California, San Francisco (UCSF)

Subcontract Amount Payable by UCSF to DPH: \$387,775.84 (see Comment 1)

Subcontract Period: September 30, 2000 through August 31, 2004 (approximately four years) (See Comment 1)

Required Match: None

Indirect Costs: \$47,560.60 (20% of salaries, excluding fringe benefits) (See Comment 6)

Description: The proposed resolution would authorize the DPH's Population Health and Prevention, Sexually Transmitted Disease Prevention and Control Services to enter into an agreement with UCSF to participate in the "Behavioral, Basic and Clinical Studies of Post-Exposure Prophylaxis (PEP)" project for the approximate four-year period. Post-exposure prophylaxis is a medical treatment and counseling intervention that is offered to individuals within 72 hours of a confirmed or possible exposure to the human immunodeficiency virus (HIV) to reduce the risk of viral acquisition following exposure to HIV and prevent future exposure to HIV. The DPH had a similar agreement with UCSF to participate in a PEP project from December 1, 1997 through November 30, 1998 (File 98-402), which was extended an additional year through November 30, 1999 (File 98-1962).

The proposed PEP project will fund a randomized trial among 300 individuals recently exposed to HIV to determine whether five sessions of counseling ("enhanced risk reduction") and medical treatment are more effective than two sessions of counseling ("standard risk reduction") and medical treatment at reducing sexually transmitted diseases, self-reported risk behaviors and adherence to PEP medications. According to Ms. Wendy Wolf from DPH, the goal of the proposed PEP project is to determine the most effective way to reduce risk behaviors that lead to exposure to HIV and increase adherence to medical treatment post-exposure to HIV.

As the subcontractor, the DPH's duties would include: (1) recruiting 300 study participants for the PEP project; (2) testing 300 study participants for sexually transmitted diseases (STDs)¹ (3) providing clinical management of diagnosed STDs, appropriate counseling and risk reduction services; and, (4) assisting in the analysis, interpretation, publication and dissemination of research findings. The proposed PEP project would create a 1.0 FTE Nurse Practitioner (see Comment 3) and a 0.10 FTE Project Director (see Comment 4).

According to Ms. Wolf, UCSF has hired three Counselors and one Supervisor to participate in the proposed PEP project. Ms. Wolf advises that the UCSF counselors will conduct their counseling shifts at the DPH City Clinic located at 356 7th Street but will use office space, along with their Supervisor, at DPH's rented office space located at 1360 Mission Street, to conduct data entry and general research efforts on the proposed PEP project. Ms. Wolf further advises that the DPH Nurse Practitioner and the DPH Project Director will also use office space at 1360 Mission Street for work affiliated with the subject project.

Budget:

The summary budget for the eleven months of the proposed PEP project is as follows:

¹ Ms. Wolf advises that the DPH would cover the costs of the STD tests since such tests are covered by the DPH under standard risk reduction services. However, UCSF would cover the costs of HIV tests and all related HIV medications administered under the proposed PEP.

Memo to Public Health and Environment Committee
March 27, 2001 Public Health and Environment Committee Meeting

Salary – 1.0 FTE 2328 Nurse Practitioner	\$69,782.00
Fringe Benefits	17,446.00
Space Rental	<u>23,563.16</u>
Total Direct Costs	\$110,791.16
Indirect Costs (20% of Salaries)	<u>13,956.40</u>
TOTAL	\$124,747.56

Attachment I, provided by DPH, contains budget details for the anticipated funding of \$124,747.56 from UCSF for the first eleven months of the project. In addition, Attachment I shows the total anticipated \$387,775.84 of funding for the approximate four-year period of the proposed PEP project.

Comments:

1. According to Ms. Wolf, UCSF has received a grant from the National Institute of Health (NIH) to conduct the PEP project. Under the subject agreement, UCSF will subcontract with the DPH to assist UCSF in collecting and tracking data from the 300 PEP participants. The subject agreement is for \$124,747.56 for the eleven-month period from September 30, 2000 through August 31, 2001, with the option to extend the agreement. However, as noted above, the subject resolution is for a total of \$387,775.84 or \$263,028.28 more than the actual agreement of \$124,747.56 between the DPH and UCSF. In addition, the subject resolution is for the approximate four-year period extending from September 30, 2000 through August 31, 2004, or approximately three years more than the actual agreement between the DPH and UCSF. Therefore, the Budget Analyst recommends that the proposed resolution should be amended to designate the agreement period as September 30, 2000 through August 31, 2001 and the agreement amount as \$124,747.56. If the subject agreement is amended to extend the agreement period or change the amount of funding to be received by the DPH from UCSF, then DPH should come back to the Board of Supervisors for approval of such changes at that time.

Despite the fact that the proposed agreement amount is \$124,747.56 and the agreement specifically states, "this amount shall not be exceeded nor shall any portion be carried forward to future years without the University's Principal Investigator's authorization and subsequent

BOARD OF SUPERVISORS
BUDGET ANALYST

formal amendment of this Agreement," Mr. Rick Sheinfeld from the City Attorney's Office, states that the subject agreement is for an eleven-month period for \$124,747.56, renewable through a continuation application for three additional years for an additional amount of \$263,028.28 or a total approximate four-year amount of \$387,775.84. Mr. Sheinfeld, therefore, recommends that the subject resolution be amended to reflect that the DPH is seeking approval for an eleven-month grant-period for \$124,747.56 and three additional years for a total additional amount of \$263,028.28, with those three additional years contingent upon renewal of the agreement between the DPH and UCSF through a continuation application without subsequent additional approval by the Board of Supervisors. The Budget Analyst disagrees with Mr. Sheinfeld and notes that the subject agreement specifically references \$124,747.56 and notes that the subject agreement states that the agreement term begins on September 30, 2000 and shall not extend beyond August 31, 2001, unless agreed to in writing by both parties. Therefore, the Budget Analyst continues to recommend that the proposed resolution be amended to reflect the actual agreement date and amount quoted in the subject agreement and that the DPH seek approval from the Board of Supervisors for any amendments to the subject agreement.

2. According to Ms. Wolf, the subject agreement should be retroactive to September 30, 2000 because, even though no money has been received by the DPH, the DPH has conducted prep-work for the subject PEP project and allocated office space for staff, and has therefore been incurring costs on this project. Ms. Wolf advises that UCSF has agreed to reimburse the DPH for any expenditures incurred between September 30, 2000 and the approval of the subject agreement. Ms. Wolf states that the NIH did not release the grant funds to UCSF until January of 2001, which resulted in the DPH's delay in submitting the subject resolution to the Board of Supervisors for approval. The Budget Analyst recommends that the subject resolution be amended for retroactivity.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. The subject grant agreement would fund the work of 1.0 FTE 2328 Nurse Practitioner. The Nurse Practitioner would: (1) provide clinical assessments for patients when they arrive at the DPH Clinic to recruit patients for the proposed PEP; (2) ensure that referrals to social services, psychiatric services and counseling services are prompt and efficient; and, (3) develop quality control procedures for patient assessment and ease of providing services. According to Ms. Wolf, the subject Nurse Practitioner position is an existing DPH position which is funded with General Fund monies. Ms. Wolf advises that if the subject agreement is approved, the grant monies would be used to reimburse the General Fund expenditures to date for this position. Ms. Wolf advises that the one Nurse Practitioner position would terminate when the grant expires if the Department is unable to secure additional funds. Therefore, the Budget Analyst recommends that the proposed resolution be amended to designate the 1.0 Nurse Practitioner position, as a "G" or grant-funded position.

4. According to Ms. Wolf, the subject agreement designates Dr. Jeffrey Klausner from the DPH as the PEP Project Director at 0.10 FTE. Dr. Klausner would be responsible for the technical and administrative conduct of the proposed PEP project. Ms. Wolf states that Dr. Klausner's salary and benefits would not be funded under the proposed agreement and would instead be an in-kind contribution of an estimated \$12,833, included in the DPH budget, for the eleven-month agreement between DPH and UCSF. Such an in-kind contribution is not required by the subject agreement.

5. The agreement between DPH and UCSF includes a mutual indemnification clause. Mr. Sheinfield states that it is not necessary to include such a clause in the language of the resolution or secure the approval of the City's Risk Manager since the Board of Supervisors has previously passed an on-going resolution approving such indemnification agreements with UCSF.

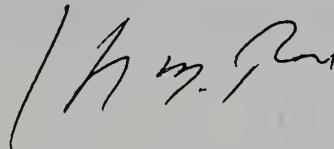
6. Attachment II is DPH's Grant Application Information Form, which includes the Disability Access Checklist. The indirect costs as shown in Attachment II, should read

BOARD OF SUPERVISORS
BUDGET ANALYST

\$13,956.40, not \$47,560.60 to reflect the actual indirect costs. Additionally, the grant period shown in Attachment II, should read September 30, 2000 to August 31, 2001, not September 30, 2000 to August 31, 2004, to reflect the actual agreement period.

Recommendations:

1. Amend the proposed resolution to make the subject agreement retroactive to September 30, 2000, in accordance with Comment 2 above.
2. Amend the proposed resolution to urge the Controller to designate the 1.0 FTE Nurse Practitioner position created under the proposed grant as a "G", or grant-funded position, which would terminate if the grant is not renewed, in accordance with Comment 3 above.
3. Amend the proposed resolution to reflect the actual agreement period of September 30, 2000 through August 31, 2001 and amend the agreement amount to reflect the actual agreement amount of \$124,747.56 for the eleven-month period.
4. Approve the proposed resolution, as amended.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Stephen Kawa

**STD Program – PEP Project
4 Year Budget**

	Year1	Year2	Year3	Year4	Totals
Personnel					
Salary (2328 – 100%)	\$69,782	\$79,268	\$ 80,058	0	\$229,108.00
Fringe Benefits	\$17,446	\$19,817	\$ 20,015	0	\$ 57,278.00
TOTAL PERSONNEL	\$87,228	\$99,085	\$100,073	0	\$286,386.00
Travel	0	0	0	0	0
Equipment	0	0	0	0	0
Supplies	0	0	0	0	0
Other					
Rental Space	\$ 23,563.16	\$ 11,536.44	\$ 9,532.64	\$10,936	\$ 55,568.24
Total Direct Costs	\$110,791.16	\$110,621.44	\$109,605.64	\$10,936	\$341,954.24
Indirect Costs					
(20% of Salaries)	\$ 13,956.40	\$ 15,853.60	\$ 16,011.60	0	\$ 45,821.60
Total Budget	\$124,747.56	\$126,475.04	\$ 125,617.24	\$10,936	\$387,775.84

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Behavioral, Basic and Clinical Studies of Post Exposure Prophylaxis (PEP)
2. Department: Department of Public Health, Population Health and Prevention, Sexually Transmitted Disease (STD) Prevention and Control Services
3. Contact Person: Wendy Wolf Telephone: 487-5501
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$387,775.84
- 6a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: National Institute of Mental Health (NIMH)
b. Grant Pass-Through Agency (if applicable): University of California, SF
8. Proposed Grant Project Summary: The project funds a randomized trial among 300 individuals who were recently exposed to HIV to determine whether enhanced (multi-session) risk reduction and adherence counseling is equivalent to standard (2 session) risk reduction and adherence counseling in reducing self-reported risk behaviors, documented STDs and adherence to PEP medications.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 9.30/2000 End-Date: 8/31/2004
10. Number of new positions created and funded: 1.0 FTE
11. If new positions are created, explain the disposition of employees once the grant ends.: Staff will be told that the position is for a limited period of time and will only be refunded if additional funding is identified. All efforts will be made to transition interested and qualified staff into vacancies of similar positions once funding is exhausted.
- 12a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid? : N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : N/A

d. Is this likely to be a one-time or ongoing request for contracting out? : N/A

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$47,560.60

b2. How was the amount calculated? : 20% of Salaries

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: No

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)


☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:


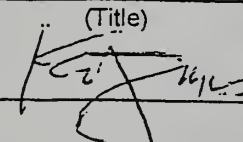
Comments:

Departmental or Mayor's Office of Disability Reviewer: Norman Nickens Deputy Director
(Name) (Title)


(Signature)

Date Reviewed: 3-7-01

Department Approval: Mitchell Katz, M.D. Director of Health
(Name) (Title)

 
(Signature)



City and County of San Francisco
Meeting Minutes
Public Health and Environment Committee
Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Clerk: Deborah Muccino

Tuesday, April 10, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED

The meeting convened at 10:05 am.

010449 [Contract, DPH - University of California, San Francisco]

Resolution authorizing the San Francisco Department of Public Health (SFPDH), subcontractor, to enter into an agreement in the amount of \$387,775.84 with the University of California, San Francisco (UCSF), primary contractor, for the "Behavioral, Basic and Clinical Studies of Post-Exposure Prophylaxis (PEP)" project for the period of September 30, 2000 to August 31, 2004. (Public Health Department)

3/12/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the March 27, 2001 meeting.

3/27/01, CONTINUED TO CALL OF THE CHAIR. Speakers: None.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Wendy Wolf, Department of Public Health; Michael Petrelis.

4/10/01 Amend the title on page one, line four, after "to" insert "retroactively" and change the amount of "\$387,775.84" to "\$124,747.56"; on page one, delete lines 17 through 20; on page one, line seven, change "2004" to "2001"; on page one, line sixteen, delete the phrase "for year one"; and replace the phrase "four year" with "eleven-month"; on page two in the first whereas clause, after "to" insert "retroactively"; on page two in the first resolved clause, change the amount of "\$387,775.84" to "\$124,747.56"; on page two in the second whereas clause, change the indirect costs from \$47,560.60 to \$13,956.40; on page two, add a final "Further Resolved" clause, urging the Controller to designate the 1.0 FTE Nurse Practitioner position created under the proposed grant as a "G" funded position, which would terminate if the grant is not renewed.

AMENDED.

Resolution authorizing the San Francisco Department of Public Health (SFPDH), subcontractor, to retroactively enter into an agreement in the amount of \$124,747.56 with the University of California, San Francisco (UCSF), primary contractor, for the "Behavioral, Basic and Clinical Studies of Post-Exposure Prophylaxis (PEP)" project for the period of September 30, 2000 to August 31, 2001. (Public Health Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

DOCUMENTS DEPT.

APR 16 2001

SAN FRANCISCO
PUBLIC LIBRARY

010429 [Agreement, HIV Vaccine Clinical Trials]

Resolution authorizing the San Francisco Department of Public Health, (SFDPH), subcontractor, to enter into an agreement in the amount of \$247,970 with Public Health Foundation Enterprises, Inc. (PHFE), primary contractor, to fund the SFDPH portion for "San Francisco HIV Vaccine Clinical Trials", a unit of the HIV Vaccine Trials Network (HVTN); retroactive to June 1, 2000. (Public Health Department)

3/6/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the March 27, 2001 meeting.

3/27/01, CONTINUED TO CALL OF THE CHAIR. Speakers: None.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Billy Pick, Department of Public Health; Michael Petrelis.

4/10/01 Amend the title on page one, line eight, after "(HVTN)"; delete "retroactive to June 1, 2000." and replace with "retroactively from the period of June 1, 2000 to May 31, 2001."; on page one, line sixteen, delete the numerals I, II, and IIB and add Roman numerals I, II, and IIB; on page two in the first resolved clause, delete "retroactive to June 1, 2000." and replace with "retroactively from the period of June 1, 2000 to May 31, 2001, subject to Board of Supervisors approval for any new funding or extension of the subcontract agreement."

AMENDED.

Resolution authorizing the San Francisco Department of Public Health, (SFDPH), subcontractor, to enter into an agreement in the amount of \$247,970 with Public Health Foundation Enterprises, Inc. (PHFE), primary contractor, to fund the SFDPH portion for "San Francisco HIV Vaccine Clinical Trials", a unit of the HIV Vaccine Trials Network (HVTN); retroactively from the period June 1, 2000 to May 31, 2001. (Public Health Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010438 [State grant to promote healthy eating at the local and regional levels]

Resolution authorizing the Department of Public Health, Community Health Services, to accept retroactively and expend grant funds of \$25,000, from the California Department of Health Services for a Project LEAN Nutrition Network project and to enter into an agreement for the use of these funds; providing for ratification of action previously taken. (Public Health Department)

3/7/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

3/27/01, CONTINUED TO CALL OF THE CHAIR. Speakers: None.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Laura Brainin-Rodriguez, Department of Public Health; Dennis Lawler.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010439 [Grant from the State Office of AIDS for a survey of young men residing in low-income neighborhoods]

Resolution authorizing the Department of Public Health, AIDS Office, to accept retroactively and expend grant funds of \$50,000 from the State Office of AIDS for a survey of young low-income men and to enter into an agreement for the use of these funds; providing for ratification of action previously taken. (Public Health Department)

3/7/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

3/27/01, CONTINUED TO CALL OF THE CHAIR. Speakers: None.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Willie McFarland, Department of Public Health, Aids Office; Michael Petrelis.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010128 [Resource Conservation Ordinance]

Supervisor Daly

Hearing to study the effectiveness and implementation of the Resource Conservation Ordinance.

1/22/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Speakers: None

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 11:10 am.

890.80
3
4/10/01

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

CITY AND COUNTY



O

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

DOCUMENTS DEPT.

April 5, 2001

APR - 9 2001

TO: Public Health & Environment Committee

FROM: Budget Analyst

SAN FRANCISCO
PUBLIC LIBRARY

SUBJECT: April 10, 2001 Public Health & Environment Committee Meeting

Item 1- File 01-0449

Note: This item was continued by the Public Health and Environment Committee at its meeting of March 27, 2001.

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health, subcontractor, to enter into an agreement in the amount of \$387,775.84 with the University of California, San Francisco, primary contractor, for the "Behavioral, Basic and Clinical Studies of Post-Exposure Prophylaxis (PEP)" project for the period of September 30, 2000 to August 31, 2004.

Source of Funds: University of California, San Francisco (UCSF)

Subcontract Amount
Payable by UCSF
to DPH:

\$387,775.84 (see Comment 1)

Subcontract Period: September 30, 2000 through August 31, 2004
(approximately four years) (See Comment 1)

Required Match: None

Indirect Costs: \$47,560.60 (20% of salaries, excluding fringe benefits)
(See Comment 6)

Description: The proposed resolution would authorize the DPH's Population Health and Prevention, Sexually Transmitted Disease Prevention and Control Services to enter into an agreement with UCSF to participate in the "Behavioral, Basic and Clinical Studies of Post-Exposure Prophylaxis (PEP)" project for the approximate four-year period. Post-exposure prophylaxis is a medical treatment and counseling intervention that is offered to individuals within 72 hours of a confirmed or possible exposure to the human immunodeficiency virus (HIV) to reduce the risk of viral acquisition following exposure to HIV and prevent future exposure to HIV. The DPH had a similar agreement with UCSF to participate in a PEP project from December 1, 1997 through November 30, 1998 (File 98-402), which was extended an additional year through November 30, 1999 (File 98-1962).

The proposed PEP project will fund a randomized trial among 300 individuals recently exposed to HIV to determine whether five sessions of counseling ("enhanced risk reduction") and medical treatment are more effective than two sessions of counseling ("standard risk reduction") and medical treatment at reducing sexually transmitted diseases, self-reported risk behaviors and adherence to PEP medications. According to Ms. Wendy Wolf from DPH, the goal of the proposed PEP project is to determine the most effective way to reduce risk behaviors that lead to exposure to HIV and increase adherence to medical treatment post-exposure to HIV.

As the subcontractor, the DPH's duties would include: (1) recruiting 300 study participants for the PEP project; (2) testing 300 study participants for sexually transmitted diseases (STDs)¹ (3) providing clinical management of diagnosed STDs, appropriate counseling and risk reduction services; and, (4) assisting in the analysis, interpretation, publication and dissemination of research

¹ Ms. Wolf advises that the DPH would cover the costs of the STD tests since such tests are covered by the DPH under standard risk reduction services. However, UCSF would cover the costs of HIV tests and all related HIV medications administered under the proposed PEP.

findings. The proposed PEP project would create a 1.0 FTE Nurse Practitioner (see Comment 3) and a 0.10 FTE Project Director (see Comment 4).

According to Ms. Wolf, UCSF has hired three Counselors and one Supervisor to participate in the proposed PEP project. Ms. Wolf advises that the UCSF counselors will conduct their counseling shifts at the DPH City Clinic located at 356 7th Street but will use office space, along with their Supervisor, at DPH's rented office space located at 1360 Mission Street, to conduct data entry and general research efforts on the proposed PEP project. Ms. Wolf further advises that the DPH Nurse Practitioner and the DPH Project Director will also use office space at 1360 Mission Street for work affiliated with the subject project.

Budget:

The summary budget for the eleven months of the proposed PEP project is as follows:

Salary – 1.0 FTE 2328 Nurse Practitioner	\$69,782.00
Fringe Benefits	17,446.00
Space Rental	<u>23,563.16</u>
Total Direct Costs	\$110,791.16
Indirect Costs (20% of Salaries)	<u>13,956.40</u>
TOTAL	\$124,747.56

Attachment I, provided by DPH, contains budget details for the anticipated funding of \$124,747.56 from UCSF for the first eleven months of the project. In addition, Attachment I shows the total anticipated \$387,775.84 of funding for the approximate four-year period of the proposed PEP project.

Comments:

1. According to Ms. Wolf, UCSF has received a grant from the National Institute of Health (NIH) to conduct the PEP project. Under the subject agreement, UCSF will subcontract with the DPH to assist UCSF in collecting and tracking data from the 300 PEP participants. The subject agreement is for \$124,747.56 for the eleven-month period from September 30, 2000 through August 31, 2001, with the option to extend the agreement. However, as noted above, the subject resolution is for a total of

BOARD OF SUPERVISORS
BUDGET ANALYST

\$387,775.84 or \$263,028.28 more than the actual agreement of \$124,747.56 between the DPH and UCSF. In addition, the subject resolution is for the approximate four-year period extending from September 30, 2000 through August 31, 2004, or approximately three years more than the actual agreement between the DPH and UCSF. Therefore, the Budget Analyst recommends that the proposed resolution should be amended to designate the agreement period as September 30, 2000 through August 31, 2001 and the agreement amount as \$124,747.56. If the subject agreement is amended to extend the agreement period or change the amount of funding to be received by the DPH from UCSF, then DPH should come back to the Board of Supervisors for approval of such changes at that time.

Despite the fact that the proposed agreement amount is \$124,747.56 and the agreement specifically states, "this amount shall not be exceeded nor shall any portion be carried forward to future years without the University's Principal Investigator's authorization and subsequent formal amendment of this Agreement," Mr. Rick Sheinfeld from the City Attorney's Office, states that the subject agreement is for an eleven-month period for \$124,747.56, renewable through a continuation application for three additional years for an additional amount of \$263,028.28 or a total approximate four-year amount of \$387,775.84. Mr. Sheinfeld, therefore, recommends that the subject resolution be amended to reflect that the DPH is seeking approval for an eleven-month grant-period for \$124,747.56 and three additional years for a total additional amount of \$263,028.28, with those three additional years contingent upon renewal of the agreement between the DPH and UCSF through a continuation application without subsequent additional approval by the Board of Supervisors. The Budget Analyst disagrees with Mr. Sheinfeld and notes that the subject agreement specifically references \$124,747.56 and notes that the subject agreement states that the agreement term begins on September 30, 2000 and shall not extend beyond August 31, 2001, unless agreed to in writing by both parties. Therefore, the Budget Analyst continues to recommend that the proposed resolution be amended to reflect the actual agreement date and amount

quoted in the subject agreement and that the DPH seek approval from the Board of Supervisors for any amendments to the subject agreement.

2. According to Ms. Wolf, the subject agreement should be retroactive to September 30, 2000 because, even though no money has been received by the DPH, the DPH has conducted prep-work for the subject PEP project and allocated office space for staff, and has therefore been incurring costs on this project. Ms. Wolf advises that UCSF has agreed to reimburse the DPH for any expenditures incurred between September 30, 2000 and the approval of the subject agreement. Ms. Wolf states that the NIH did not release the grant funds to UCSF until January of 2001, which resulted in the DPH's delay in submitting the subject resolution to the Board of Supervisors for approval. The Budget Analyst recommends that the subject resolution be amended for retroactivity.

3. The subject grant agreement would fund the work of 1.0 FTE 2328 Nurse Practitioner. The Nurse Practitioner would: (1) provide clinical assessments for patients when they arrive at the DPH Clinic to recruit patients for the proposed PEP; (2) ensure that referrals to social services, psychiatric services and counseling services are prompt and efficient; and, (3) develop quality control procedures for patient assessment and ease of providing services. According to Ms. Wolf, the subject Nurse Practitioner position is an existing DPH position which is funded with General Fund monies. Ms. Wolf advises that if the subject agreement is approved, the grant monies would be used to reimburse the General Fund expenditures to date for this position. Ms. Wolf advises that the one Nurse Practitioner position would terminate when the grant expires if the Department is unable to secure additional funds. Therefore, the Budget Analyst recommends that the proposed resolution be amended to designate the 1.0 Nurse Practitioner position, as a "G" or grant-funded position.

4. According to Ms. Wolf, the subject agreement designates Dr. Jeffrey Klausner from the DPH as the PEP Project Director at 0.10 FTE. Dr. Klausner would be

BOARD OF SUPERVISORS
BUDGET ANALYST

responsible for the technical and administrative conduct of the proposed PEP project. Ms. Wolf states that Dr. Klausner's salary and benefits would not be funded under the proposed agreement and would instead be an in-kind contribution of an estimated \$12,833, included in the DPH budget, for the eleven-month agreement between DPH and UCSF. Such an in-kind contribution is not required by the subject agreement.

5. The agreement between DPH and UCSF includes a mutual indemnification clause. Mr. Sheinfeld states that it is not necessary to include such a clause in the language of the resolution or secure the approval of the City's Risk Manager since the Board of Supervisors has previously passed an on-going resolution approving such indemnification agreements with UCSF.

6. Page two of the proposed resolution states that the subcontract budget includes a provision for indirect costs of \$47,560.60. However, the indirect costs for the eleven-month period are \$13,956.40 under the subject agreement. Therefore, the proposed resolution should be amended to change the indirect costs from \$47,560.60 to \$13,956.40.

7. Attachment II is DPH's Grant Application Information Form, which includes the Disability Access Checklist. The indirect costs as shown in Attachment II, should read \$13,956.40, not \$47,560.60 to reflect the actual indirect costs. Additionally, the grant period shown in Attachment II, should read September 30, 2000 to August 31, 2001, not September 30, 2000 to August 31, 2004, to reflect the actual agreement period.

Recommendations:

1. Amend the proposed resolution to make the subject agreement retroactive to September 30, 2000 by adding the word "retroactively" in the title on page one, line four, and on page two in the first "Whereas" clause, in accordance with Comment 2 above.
2. Amend the proposed resolution by adding a final "Further Resolved" clause to page two of the proposed resolution urging the Controller to designate the 1.0 FTE Nurse Practitioner position created under the proposed

BOARD OF SUPERVISORS
BUDGET ANALYST

grant as a "G", or grant-funded position, which would terminate if the grant is not renewed, in accordance with Comment 3 above.

3. Amend the proposed resolution to reflect the actual agreement period of September 30, 2000 through August 31, 2001 and amend the agreement amount to reflect the actual agreement amount of \$124,747.56 for the eleven-month period in accordance with Comment 1 above by (a) deleting lines 17 through 20 on page one; (b) replacing "\$387,775.84" with "\$124,747.56" on page one, line four and page two, of the first "Resolved" clause; (c) replacing "2004" with "2001" on page one line seven; (d) deleting the phrase, "for year one" on page one, line sixteen; and (e) replacing the phrase, "four year" with "eleven-month" on page one, line sixteen.

4. Amend page two, in the second "Whereas" clause of the proposed resolution to change the indirect costs from \$47,560.60 to \$13,956.40 in accordance with Comment 6 above.

5. Approve the proposed resolution, as amended.

**STD Program – PEP Project
4 Year Budget**

	Year1	Year2	Year3	Year4	Totals
Personnel					
Salary (2328 – 100%)	\$69,782	\$79,268	\$ 80,058	0	\$229,108.00
Fringe Benefits	\$17,446	\$19,817	\$ 20,015	0	\$ 57,278.00
TOTAL PERSONNEL	\$87,228	\$99,085	\$100,073	0	\$286,386.00
Travel	0	0	0	0	0
Equipment	0	0	0	0	0
Supplies	0	0	0	0	0
Other					
Rental Space	\$ 23,563.16	\$ 11,536.44	\$ 9,532.64	\$10,936	\$ 55,568.24
Total Direct Costs	\$110,791.16	\$110,621.44	\$109,605.64	\$10,936	\$341,954.24
Indirect Costs					
(20% of Salaries)	\$ 13,956.40	\$ 15,853.60	\$ 16,011.60	0	\$ 45,821.60
Total Budget	\$124,747.56	\$126,475.04	\$ 125,617.24	\$10,936	\$387,775.84

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Behavioral, Basic and Clinical Studies of Post Exposure Prophylaxis (PEP)
2. Department: Department of Public Health, Population Health and Prevention, Sexually Transmitted Disease (STD) Prevention and Control Services
3. Contact Person: Wendy Wolf Telephone: 487-5501
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$387,775.84
- 6a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: National Institute of Mental Health (NIMH)
b. Grant Pass-Through Agency (if applicable): University of California, SF
8. Proposed Grant Project Summary: The project funds a randomized trial among 300 individuals who were recently exposed to HIV to determine whether enhanced (multi-session) risk reduction and adherence counseling is equivalent to standard (2 session) risk reduction and adherence counseling in reducing self-reported risk behaviors, documented STDs and adherence to PEP medications.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 9.30/2000 End-Date: 8/31/2004
10. Number of new positions created and funded: 1.0 FTE
11. If new positions are created, explain the disposition of employees once the grant ends.: Staff will be told that the position is for a limited period of time and will only be refunded if additional funding is identified. All efforts will be made to transition interested and qualified staff into vacancies of similar positions once funding is exhausted.
- 12a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid? : N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : N/A

d. Is this likely to be a one-time or ongoing request for contracting out? : N/A

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$47,560.60

b2. How was the amount calculated? : 20% of Salaries

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: No

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)


☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

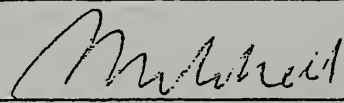
Comments:

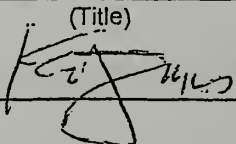
Departmental or Mayor's Office of Disability Reviewer: Norman Nickens Deputy Director
(Name) (Title)


(Signature)

Date Reviewed: 3-7-01

Department Approval: Mitchell Katz, M.D. Director of Health
(Name) (Title)


(Signature)



Memo to Public Health and Environment Committee
April 10, 2001 Meeting of Public Health and Environment Committee

Item 2- File 01-0429

Note: This item was continued by the Public Health and Environment Committee at its meeting of March 27, 2001.

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, subcontractor, to enter into an agreement in the amount of \$247,970 with the Public Health Foundation Enterprises, Inc., primary contractor, to fund the DPH portion for "San Francisco HIV Vaccine Clinical Trials," a unit of the HIV Vaccine Trials Network (HVTN); retroactive to June 1, 2000.

**Subcontract Amount
Payable to DPH from
Public Health
Foundation
Enterprises, Inc.:**

\$247,970

Subcontract Period: June 1, 2000-May 31, 2001 (One-year-see Comment No. 1.)

Source of Funds: Public Health Foundation Enterprises, Inc.

Matching Funds: None

Indirect Costs: \$32,951 (16% of direct costs)

Budget: The summary budget for the subject grant is as follows:

Salaries

0.30 FTE 2233 Sr. Physician Specialist	\$36,864
1.00 FTE 2230 Physician Specialist	57,505
0.50 FTE 2593 Health Program Coordinator III	34,452
0.25 FTE 1003 IS Operator Senior	11,836
<u>0.25 FTE 1004 IS Operator Senior</u>	<u>11,269</u>
2.30 TOTAL FTEs	\$151,926

Increases

STEP (5%) (for 2233 Sr. Physician Specialist and 1004 IS Operator Senior)	\$2,407
---	---------

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
April 10, 2001 Meeting of Public Health and Environment Committee

COLA (3%) (for all personnel; includes STEP Increases)	<u>4,630</u> 7,037
Fringe Benefits	\$37,982
Participant Stipends	<u>9,000</u>
SUBTOTAL-(Direct Costs-Excluding UCSF Contract)	\$205,945
Indirect Costs (16% of Direct Costs)	32,951
UCSF-Subcontract	<u>9,074</u>
TOTAL PROJECT COST	\$247,970

Description:

The subject grant would fund DPH's portion of the study of the safety and effectiveness of potential HIV vaccines through the San Francisco HIV Vaccine Trials Unit (SFHVTU). According to Mr. Billy Pick of DPH, the SFHVTU is a part of a network formed by National Institutes of Health to develop and test preventive HIV vaccines in 20 domestic and international sites. Mr. Pick explains that DPH participated in a similar five-year National Institute of Allergy and Infectious Diseases (NIAID)-funded research study in the past.

According to Mr. Pick, the Public Health Foundation Enterprises, Inc. (PHFE), a nonprofit organization that promotes good health practices through research and development, has received a \$1,270,283 grant from the NIAID to conduct the HIV vaccine research project. Under the subject agreement, PHFE will subcontract with the DPH to assist PHFE in completing the work. The proposed resolution would authorize DPH to enter into this subcontract retroactive to June 1, 2000 with the PHFE for DPH to provide HIV vaccine research services for PHFE.

Mr. Pick explains that the subject grant would fund Phases I, II, IIB, and III, of the HIV vaccine trials. Mr. Pick adds that Phase I involves (1) studying the side

effects to ensure that the vaccine is safe, (2) determining whether the vaccine can elicit a response from the immune system and (3) determining the most effective dosage and vaccination schedule. Mr. Pick estimates that there would be 8-10 Phase I participants per trial. He explains that Phases II and IIB would take the most promising vaccines from Phase I and administer them to a larger group of people to collect additional data on possible side effects and the effects on the immune system. He estimates that there would be 15-30 Phase II and IIB participants per trial. Mr. Pick explains that Phase III would test the protective benefits of a vaccine in 500-700 people per trial.

Comments:

1. The \$9,074 contract with UCSF for services would be awarded to Dr. Larry Pieperl, a physician who will be heading the Phase I committee for the SFHVTU. According to Mr. Pick, DPH awarded the contract on a sole source basis because of Dr. Pieperl's specialized experience in HIV vaccine research.

2. As shown in the budget for the subject \$247,970, 2.30 FTEs would provide direct services to the project. According to Mr. Pick, these are existing DPH employees whose positions are funded by a collection of grants and are already coded "G" for grant-funded. Mr. Pick advises that these positions would terminate when these subcontract funds expire.

3. The subject subcontract is for the five-year period from June 1, 2000 through May 31, 2005. However, this subcontract stipulates that \$247,970 is for the one-year period from June 1, 2000 to May 31, 2001. The subject subcontract does not specify an amount to be expended for the subsequent four-year period June 1, 2001 to May 31, 2005. The proposed resolution stipulates that \$247,970 is for the period retroactive to June 1, 2000. However, the proposed resolution does not specify an ending date for the expenditure of these funds. Therefore, to be consistent with the underlying subcontract between DPH and PHFE, the proposed resolution should be amended to designate the subcontract as retroactive for the period from June 1, 2000 to May 31, 2001 and the subcontract amount as \$247,970. If the subject subcontract is

amended to increase the amount of funding to be received by the DPH from PHFE in future years or to extend the subcontract, then DPH should request Board of Supervisors approval of such subsequent changes at that time.

4. The subcontract between DPH and PHFE includes a mutual indemnification clause. Ms. Nancy Johnston-Bellard of the City's Risk Management Office approved the indemnification clause. Ms. Virginia Dario Elizondo of the City Attorney's Office states that, given that the City's Risk Management Office approved the indemnification clause in accordance with Administrative Code Section 1.24, it was not necessary to include such a clause in the language of the proposed resolution. Therefore, the proposed resolution does not include any such mutual indemnification clause.

5. Mr. Pick states that DPH has incurred expenses on this project since June 1, 2000 and estimates expenses of \$238,671 through March 31, 2001. According to Mr. Pick, these expenses were for preparatory work including logistical details of establishing screening and monitoring sites for participants and staff salaries. Therefore, the proposed resolution requests retroactive approval to June 1, 2000. Mr. Pick notes that the reason for the substantial delay in bringing the proposed resolution to the Board of Supervisors was because DPH was awaiting receipt of a Cooperative Project Assurance from the Federal Office of Human Research Protections and did not receive such assurance until November 27, 2000. The NIAID would not release the funds to PHFE without such assurance.

6. The proposed resolution inaccurately lists Phases I, II, and IIB (Roman Numerals) of the vaccine research trials as Phases 1, 11, and 11B. Therefore, the proposed resolution should be amended to correct this typographical error.

7. The Attachment to this report is a copy of the Grant Information Form, as provided by DPH, which includes the Disability Access Checklist. The explanation of how the indirect costs were calculated should show \$205,945 as the basis for the Direct Costs as shown in the Budget

Memo to Public Health and Environment Committee
April 10, 2001 Meeting of Public Health and Environment Committee

section above. The DPH considers Total Modified Direct Costs to include all direct costs except for contractual services.

Recommendations:

1. Amend the proposed resolution as follows:

- (a) on page 1, line 8 in the title add retroactive "for the period from June 1, 2000 to May 31, 2001" in accordance with Comment No. 3;
- (b) on page 1, line 16, delete the numerals 1,11, and 11B and add Roman numerals I,II, and IIB in accordance with Comment No. 6;
- (c) on page 2, in the first "Resolved" clause add retroactive "for the period from June 1, 2000 to May 31, 2001, subject to Board of Supervisors approval for any new funding or extension of the subcontract agreement" in accordance with Comment No. 3.

2. Approve the proposed resolution, as amended.

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: San Francisco HIV Vaccine Clinical Trials (HVTN)

2. Department: Dept. of Public Health,
Population Health and Prevention Division,
HIV Research Section

3. Contact Person: Billy Pick - Telephone: 554-9048

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$247,970

6a. Matching Funds Required: \$0.00

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: National Institutes of Health

b. Grant Pass-Through Agency (if applicable): Public Health Foundation Enterprises, Inc.

8. Proposed Grant Project Summary:

The San Francisco HIV Vaccine Trials Unit (SFHVTU) brings together leaders in the fields of virology, immunology, epidemiology, and behavioral science to refine and implement a comprehensive agenda for evaluating safety, immunogenicity, and efficacy of candidate vaccine products in clinical trials. The specific goals of the Department will be to: 1) provide scientific expertise and leadership in planning, implementation, and analysis of Phase I-III trials and laboratory support, 2) assist other sites in development of community outreach, 3) conduct Phase I, II, IIB, and III HIV vaccine trials in San Francisco, and 4) maximize capacity to enroll high-risk participants in Northern California for efficacy trials.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 6/01/00

End-Date: 5/31/01

The total award from NIH to Public Health Foundation Enterprises, Inc. was \$1,270,283 for the HVTN grant from the period of 6/1/2000 - 5/31/01. The Notice of Grant Award from NIH providing provisional support in the amount of \$200,000 was made to PHFE with the balance to be awarded upon the fulfillment of certain conditions, the most important of which the acquisition of a Cooperative Project Assurance from the Office of Human Research Protections. This CPA did not take effect until 11/20/00 and the letter was not sent to Dr. Mitch Katz until 11/27/00. At that point, the NIH released the additional funds to PHFE, which make up the amount of the HVTN grant to SFCC.

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: \$9,074

b. Will contractual services be put out to bid? No, Sole-source

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? On-going for five years

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$32,951

b2. How was the amount calculated? 16% of Total Modified Direct Costs (\$313,919)

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:

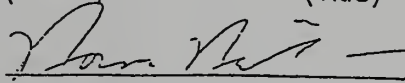
Norman Nickens

Deputy Director

(Name)

(Title)

Date Reviewed: 7/1/01



(Signature)

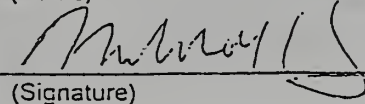
Department Approval:

Mitchell Katz, M.D.

Director of Public Health

(Name)

(Title)



(Signature)

Memo to Public Health and Environment Committee
April 10, 2001 Meeting of Public Health and Environment Committee

Item 3-File 01-0438

Note: This item was continued by the Public Health and Environment Committee at its meeting of March 27, 2001.

Department: Department of Public Health, Community Health Services

Item: Resolution authorizing the Department of Public Health, Community Health Services, to accept retroactively and expend grant funds of \$25,000, from the California Department of Health Services for a Project LEAN Nutrition Network project and to enter into an agreement for the use of these funds; providing for ratification of action previously taken.

Grant Amount: \$25,000

Grant Period: October 1, 2000 through September 30, 2001 (one year-see Comment No. 1)

Source of Funds: United States Department of Agriculture (USDA) through the State of California Department of Health Services (DHS)

Description: The proposed resolution would authorize the Department of Public Health (DPH), Community Health Services (CHS) branch, to accept and expend a \$25,000 grant from the State DHS. It would also authorize DPH to enter into a contract with the State DHS retroactive to October 1, 2000.

The subject grant would fund activities of ProjectLEAN, the lead agency for community outreach for the California Nutrition Network. The California Nutrition Network is a coalition of State agencies, public entities, nonprofit organizations, media outlets, and business and industry partners that attempt to improve the health of low-income Californians through education about healthy eating and lifestyles. ProjectLEAN represents the public relations portion of the Nutrition Network. The subject grant would support DPH employees in providing public relations activities within San Francisco to the California Nutrition Network.

Memo to Public Health and Environment Committee
April 10, 2001 Meeting of Public Health and Environment Committee

According to Ms. Maria LeClair of DPH, the target population for the subject grant would be San Francisco households with incomes less than \$20,000 per year. In particular, she advises the target population would be food stamp recipients. She further advises that the subject grant would focus on media campaigns to promote increased consumption of fruits and vegetables among the target population.

According to Ms. LeClair, the subject grant would support the following three goals: (1) support California Nutrition Network activities (through cultivation of media contacts in the Bay Area, participation in workshops and providing input for placement of State produced educational materials), (2) implement a community-based marketing plan, and (3) build and maintain California Project LEAN leadership and infrastructure.

Budget:	Salary 0.20 FTE 2846 Nutritionist	\$11,563
	Fringe Benefits	3,238
	Operating Expenses	1,319
	Travel and Per Diem	1,500
	Promotional Items and Training	<u>5,900</u>
	Subtotal-Direct Cost	\$23,520
	Indirect Costs (10% of Direct Costs)	<u>1,480</u>
	TOTAL PROJECT COST	\$25,000

Attachment I, provided by the DPH Community Health Services, contains details to support the summary budget above.

Required Match: None

Indirect Costs: \$1,480 (10% of Personnel Expenses)

Comments: 1. As noted above, the grant period is from October 1, 2000 through September 30, 2001. Ms. LeClair notes that DPH has already entered into a contract with the State DHS to accept the subject funds. Therefore, the proposed

BOARD OF SUPERVISORS
BUDGET ANALYST

resolution provides for retroactive acceptance of the subject grant.

Ms. LeClair advises that no grant funds have been expended to date. Ms. LeClair further advises that while DPH submitted its application for these grant funds in August of 2000, DPH did not receive State approval of the grant funds until mid-February of 2001 and thus could not submit the proposed resolution to the Board of Supervisors sooner.

2. Ms. LeClair advises that the subject grant will fund a 0.20 FTE 2846 Nutritionist, which is an existing DPH employee whose position is already "G" coded through a Federal grant from the Women, Infants and Children (WIC) program for breastfeeding education. Ms. LeClair advises that if the ProjectLEAN grant is not awarded in subsequent years, this position would again be funded through the WIC grant.

3. Ms. LeClair advises that while this is the first year the grant has been awarded, she anticipates that it may be awarded in subsequent years due to the past success of the California Nutrition Network. Such a continuation of the proposed grant would require DPH to reapply to the State, and would be subject to separate approval to accept and expend such funds by the Board of Supervisors.

4. Attachment II is a copy of the Grant Application Information Form, as provided by DPH, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

Contractor Name: City & County of San Francisco Department of Public Health
 Contract Number: 00-91351

California Project Lean
 Network Award

BUDGET JUSTIFICATION

October 1, 2000 through September 30, 2001

Personnel Salaries:

Title	Salary Range or Hourly Rate	% of Time or # of hours	Total Personnel Salaries
1. <u>Nutritionist</u>	<u>\$27.69</u>	<u>8 hrs/wk</u>	<u>\$11,563</u>
*Based on 26.1 pay periods.			
Total Personnel			\$11,563

POSITION DESCRIPTION:

Nutritionist: Will plan, organize, conduct and oversee all activities related to the City & County of San Francisco California Project Lean Promotes, implements, coordinates, and evaluates nutrition programs; plans, organizes, and supervises the work of professional and support staff in the preparation and presentation of nutrition education plans and activities. Collaborates with community based organization in order to promote the Network Program goals and objectives. Provides consultation to Health Department staff and to other departments concerned with nutrition; may provide consultation, assistance, and nutrition education to other facilities related to nutrition and physical activity. Provides liaison to public and private health care providers to promote referrals to the local California Nutrition Network activities. Coordinates and assigns work to subordinate staff based on technical qualifications. Assists in the annual completion of nutrition grant and contract reapplication forms; attends nutrition related meetings and conferences; prepares reports and correspondence.

Fringe Benefits:

\$3,238

Operating Expenses:

\$1,319

Postage and Office supplies. Printing and duplication of nutrition and physical activity health education pamphlets/handouts that the Bay Area Region Region Project Lean Coalition may develop.

Postage: \$ 50

Office supplies: \$ 320

Printing & duplication: \$ 950

09/15/00

Equipment Expenses: \$ 0

Travel and Per Diem: \$1,500

Travel to CA Nutrition Network Social Marketing Conference, Communication Training Workshops, Regional Communication Network Trainings and Channel Specific Workshops. Travel expenses for Project Director and project Nutritionist. Local mileage. Mileage is reimbursed at .31 cents per mile.

Subcontracts: \$0

Other Costs: \$5,900

Purchase of food for demonstration classes for local partners, media and local events. Training of local staff to support continuing education and skill development. Purchase of promotional nutrition related items to include but not limited to: magnets, aprons, cookbooks/brochures that will include a nutrition education message. Purchase of nutrition education videos or brochures.

Food: \$700	Brochures: \$ 500	Training: \$700
Promotional Items: \$ 4,000		

Indirect Costs: @ 10% of total personnel expenses \$1,480

To cover business and financial services such as accounting, human resources, payroll, auditing, computing and network support, custodial, and utilities for local Project Lean grant staff.

Total Expenses \$25,000

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: California Project Lean
2. Department: Public Health, Community Health Services, Nutrition Services
3. Contact Person: Maria LeClair Telephone: 557-9906

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$25,000

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: California Department of Health

b. Grant Pass-Through Agency (if applicable): DHS

8. Proposed Grant Project Summary: This funding will be used locally to support California Nutrition Network activities and to implement and evaluate a Community-Based Social Marketing plan that will promote healthy eating at the regional level. It is designed to implement community interventions that are driven by the target customer and involve regional coalitions in the decision making process to plan community interventions.

Activities include media-related projects; collecting evaluation data; implementing a community-based social marketing plan, which includes support for the Bay Area Project Lean Coalition; developing educational materials; intervention and evaluation; participating in statewide regional meetings; conference calls; attending the Nutrition Network annual Social Marketing Conference; and preparing and submitting progress reports.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 10/1/00

End-Date: 9/30/01

10. Number of new positions created and funded: None

1. If new positions are created, explain the disposition of employees once the grant ends? : N/A

12a. Amount budgeted for contractual services: None

b. Will contractual services be put out to bid? : N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : N/A

d. Is this likely to be a one-time or ongoing request for contracting out? : N/A

13a. Does the budget include indirect costs?

☒ Yes

☐ No

b1. If yes, how much? \$1,480

b2. How was the amount calculated? : 10% of total personnel expenses

c. If no, why are indirect costs not included? : N/A

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

Disability Access Checklist

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☒ Rehabilitated Site(s)

☒ Rehabilitated Structure(s)

☒ New Program(s) or Service(s)

☒ New Site(s)

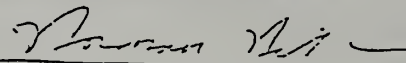
☒ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

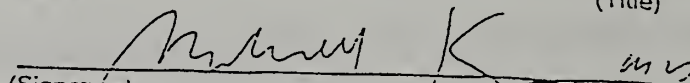
Comments:

Departmental or Mayor's Office of Disability Reviewer: Norman Nickens Deputy Director
(Name) (Title)

Date Reviewed: 2/21/01


(Signature)

Department Approval: Mitchell Katz, MD Director of Health
(Name) (Title)


(Signature)

Memo to Public Health and Environment Committee
April 10, 2001 Public Health and Environment Committee Meeting

Item 4 – File 01-0439

Note: This item was continued by the Public Health and Environment Committee at its meeting of March 27, 2001.

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, AIDS Office, to accept retroactively and expend a grant in the amount of \$50,000 from the State Office of AIDS for a survey of young low-income men and to enter into an agreement for the use of these funds; providing for ratification of action previously taken.

Grant Amount: \$50,000

Grant Period: October 15, 2000 through June 30, 2001 (eight and one-half months)

Source of Funds: State Office of AIDS

Project: Survey of Young Men Residing in Low-income Neighborhoods

Description: The California State Office of AIDS has funded a population-based study involving the Counties of San Francisco, San Mateo, Alameda, Contra Costa, and San Joaquin, to determine the prevalence of HIV and other sexually transmitted diseases among young men residing in low-income neighborhoods. The proposed resolution would authorize the Department of Public Health (DPH), AIDS Office to accept retroactively and expend a grant in the amount of \$50,000 from the State Office of AIDS to fund a survey of young men residing in low-income neighborhoods in San Francisco.

Memo to Public Health and Environment Committee
April 10, 2001 Public Health and Environment Committee Meeting

Budget: A summary budget for the proposed project, as authorized by the granting agency, the California Office of AIDS, is as follows:

<u>Item</u>	<u>Cost</u>
Salaries	
0.5 FTE 2808 Senior Disease Control Investigator (Step 5) (8 months)	\$17,774
0.5 FTE 2585 Health Worker I (Step 2) (8 months)	10,510
0.25 FTE 2585 Health Worker I (Step 2) (8 months)	5,255
COLA – 3% of Salaries	1,006
Approximate 5% Step increase for the two 2585 positions	<u>786</u>
Total Salaries	35,331
Fringe Benefits	8,386
Travel	1,283
<u>Client Incentives</u>	<u>5,000</u>
Project Total	\$50,000

Required Match: None.

Indirect Costs: The proposed resolution provides for a waiver of indirect costs because such costs are not allowed by the granting agency.

Comments: 1. Mr. Giuliano Nieri of DPH states that the three proposed grant positions are existing part-time grant-funded staff working on a related project, the Asian Counseling and Testing Study funded by the Center for Disease Control (CDC). According to Mr. Nieri, some overlap in work exists between the proposed project and the current CDC project. Mr. Nieri states that, because this overlap provided an opportunity to be extremely efficient, DPH commenced with the proposed project on November 1, 2000 in anticipation of a reimbursement from the subject grant funds, following approval by the Board of Supervisors. Since DPH staff have been working on the subject grant since November 1, 2000, the proposed resolution would provide for ratification of action previously taken. Mr. Nieri, advises that the Department funded the work on the subject project conducted since November 1, 2000 with monies from the related CDC Project. According to Mr. Nieri, these CDC funds would

be reimbursed back to the CDC Project upon approval of the proposed resolution by the Board of Supervisors.

2. According to Mr. Nieri, each of the existing three positions that would be partially funded by the proposed grant are currently coded "G" for grant-funded. Mr. Nieri states that each of these positions would either be shifted to another grant, or would be terminated when the subject grant expires.

3. According to Mr. Nieri, the subject grant is only coming before the Board of Supervisors now, nearly six months after the start of the grant period, because the subject grant is an amendment to an umbrella agreement between the State Office of AIDS and DPH. As such, according to Mr. Nieri, the subject grant required a more lengthy approval process by the granting agency, the State Office of AIDS. Mr. Nieri reports that, despite the fact that the grant period began on October 15, 2000, DPH did not receive a final executed copy of the subject grant agreement until late February, 2001.

4. Mr. Nieri states that the terms of the proposed grant require that all grant funds be expended prior to the expiration of the grant period on June 30, 2001. According to Mr. Nieri, DPH anticipates expending all of the proposed grant funds prior to this expiration date.

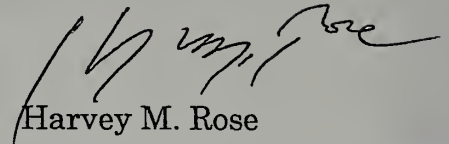
5. According to Mr. Nieri, the proposed Project is expected to extend up to three years in length, depending on the rate at which DPH is able to contact and interview an appropriate sample of subjects. As such, according to Mr. Nieri, the Department anticipates the proposed grant would be renewed for one year beginning July 1, 2001 in the amount of \$150,000 and that, if needed, a second one-year renewal for \$150,000 would be expected, beginning July 1, 2002.

6. The Attachment, provided by DPH is the Grant Application Information Form, which includes a Disability Checklist.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
April 10, 2001 Public Health and Environment Committee Meeting



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Stephen Kawa

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Survey of Young Men Residing in Low-Income Neighborhoods

2. Department: San Francisco Department of Public Health, AIDS Office,
Seroepidemiology and Surveillance Section

3. Contact Person: Guiliano Nieri Telephone: 554-9130

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$50,000

6a. Matching Funds Required: \$0.00

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: State Office of AIDS

b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary: The Survey of Low Income Men will be a single-stage, cluster sample, population based, door-to-door, cross sectional survey designed to measure the prevalence of HIV, sexually transmitted disease (STD), hepatitis, and related risk behaviors.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: October 15, 2000

End-Date: June 30, 2001

10. Number of new positions created and funded: 0, they are existing positions

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$0.00

b. Will contractual services be put out to bid? N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs?

☐ Yes

☒ No

b1. If yes, how much? \$0

b2. How was the amount calculated? N/A

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

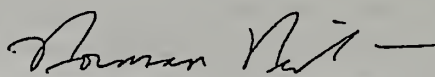
☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:

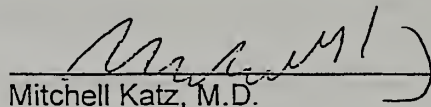


Norman Nickens

Deputy Director

Date Reviewed: 2/16/01

Department Approval:



Mitchell Katz, M.D.

Director of Public Health

10.80
2
124/01



City and County of San Francisco [All Committees]
Meeting Minutes Government Document Section
Public Health and Environment Main Library
Members: Supervisors Sophie Maxwell, Leland Y. Yee, Mark Leno

Clerk: Deborah Muccino

Tuesday, April 24, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED

The meeting convened at 10:05 am.

010269 [Nuisance Code Revision]

Supervisor Newsom

Ordinance amending Sections 37, 92, 283, 585, 596, 598, 599, 600, 605, 607, 608, and 1604; adding Sections 580, 581, 582, 614, 615, and 616; and deleting Sections 93 to 97.6, inclusive and 606 of the San Francisco Health Code consolidating various provisions that set forth conditions that constitute a public nuisance and to declare the presence of mold and mildew and lead hazards as public nuisances; clarifying the requirements regarding the maintenance of small animals, poultry and game birds in residential districts; and establishing an administrative enforcement process for the abatement of nuisances; and increasing the minimum criminal penalties from \$25 to \$100 and the maximum criminal penalties from \$250 to \$1000 for non-compliance with a Director's Order.

2/12/01, ASSIGNED UNDER 30 DAY RULE to Public Health and Environment Committee, expires on 3/14/2001.

Speakers: None.

Continued to the meeting of May 8, 2001.

CONTINUED by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

DOCUMENTS DEPT.

APR 26 2001

SAN FRANCISCO
PUBLIC LIBRARY

010545 [Potrero Hill Power Plant]**Supervisors Maxwell, Ammiano, Leno**

Hearing to consider briefing and policy recommendations from the Board's Potrero Hill Power Plant Task Force and to examine its broader energy policy, including the proposed power plant at the Airport, the Hunters Point Power Plant, public power, and a broader City energy plan.

3/26/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Sponsor requests this item be scheduled for consideration at the April 24, 2001 meeting.

Heard in committee. Speakers: John Borg, Potrero Hill Power Plant Task Force; Marc Pryor, California Energy Commission; Theresa Mueller, City Attorney's Office; Laurie Park, Public Utilities Commission; Mark Westfield, Department of the Environment; William Deboiseblanc, Bay Area Air Quality Management District; Rajiv Bhatia, Department of Public Health; Mark Hera, Mirrent Corporation; Veronica Shirzato, representing State Assembly Member Carole Migden; Dick Millet, Potrero Boosters; Dana Lanza, Literacy for Environmental Justice; Dr. Michael Drennan, Director, Potrero Hill Health Center; Claude Wilson, Executive Director, SAGE; Shandra Miller, Environmental Law & Justice Committee; Dee Epps-Miller, SF Asthma Task Force; Jackie Williams; Sarah Ames; Male Speaker; Will Rostov, Staff Attorney, Communities for a Better Environment; Arthur Feinstein, Golden Gate Audubon Society; Gloria Channon; Malik Looper; Bob Boileau; Michael Strausz; Joe Boss; Heather Surland, Presidio Valley Neighbors.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

ADJOURNMENT

The meeting adjourned at 1:48 pm.



City and County of San Francisco
Meeting Minutes
Public Health and Environment Committee
Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Clerk: Deborah Muccino

Tuesday, May 08, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED

The meeting convened at 10:07 am.

010269 [Nuisance Code Revision]

Supervisor Newsom

Ordinance amending Sections 37, 92, 283, 585, 596, 598, 599, 600, 605, 607, 608, and 1604; adding Sections 580, 581, 582, 614, 615, and 616; and deleting Sections 93 to 97.6, inclusive and 606 of the San Francisco Health Code consolidating various provisions that set forth conditions that constitute a public nuisance and to declare the presence of mold and mildew and lead hazards as public nuisances; clarifying the requirements regarding the maintenance of small animals, poultry and game birds in residential districts; authorizing the Department of Public Health to recover administrative costs incurred in pursuing an abatement action as authorized by Government Code Section 25845; and establishing an administrative enforcement process for the abatement of nuisances; and increasing the minimum criminal penalties from \$25 to \$100 and the maximum criminal penalties from \$250 to \$1000 for non-compliance with a Director's Order.

2/12/01, ASSIGNED UNDER 30 DAY RULE to Public Health and Environment Committee, expires on 3/14/2001.

4/24/01, CONTINUED. Speakers: None.

Continued to the meeting of May 8, 2001.

4/30/01, SUBSTITUTED. Supervisor Newsom submitted a substitute ordinance bearing new title.

4/30/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. 5/2/01 from President Ammiano, waiving the 30 day rule.

Heard in committee. Speakers: Supervisor Newsom; Carol Roos, Legislative Analyst; Frank Chiu, Director, Department of Building Inspection; Patrick McKenzie, Department of Building Inspection; Rahiv Bhatia, Department of Public Health; Scott Nakamura, Department of Public Health; Neil Gendel, Healthy Children's Organizing Project; Jerry Rogers, SF Community Clinic Consortium; Michelle Horneff, Lead CAC member; Maria Luz Torre; Dorothy Peterson; Shirley Bierly; Emily Rogers; Ena Aguirre; Mark Weslin, Department of the Environment; Female Speaker; Bess Syke; Male Speaker; Louise Vaughn; Roger Bazeley.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

DOCUMENTS DEPT.

MAY 10 2001

SAN FRANCISCO
PUBLIC LIBRARY

001861 [Amendment to the India Basin Industrial Park Redevelopment Plan to modify use restrictions and parking and loading requirements]

Supervisor Katz

Ordinance approving and adopting an amendment to the Redevelopment Plan for the India Basin Industrial Park Development Project Area (Ordinance No. 26-69, amended by Ordinance Nos. 474-86, 141-87 and 416-94) to modify the land use provisions and reduce the parking and loading requirements for Lot 23 of Assessor's Block 5203 within the Redevelopment Plan Area; adopting findings pursuant to the California Environmental Quality Act; adopting findings that the Redevelopment Plan Amendment is consistent with the City's General Plan and Eight Priority Policies of City Planning Code Section 101.1; adopting other findings pursuant to the California Community Redevelopment Law.

(Final Negative Declaration issued on October 18, 2000; Redevelopment Agency report dated October 2000 to the Board of Supervisors for the India Basin Industrial Park Redevelopment Plan Amendment.)

10/23/00, ASSIGNED UNDER 30 DAY RULE to Transportation and Land Use Committee, expires on 11/22/2000. Sponsor: Supervisor Katz

12/4/00, SUBSTITUTED. Supervisor Katz submitted a substitute ordinance, approved as to form, bearing new title. Sponsor requests this item be scheduled for consideration at the December 14, 2000 meeting.

12/4/00, ASSIGNED to Transportation and Land Use Committee.

12/14/00, CONTINUED. Heard in Committee. Speaker: Stanley Muraoka. Continued to January 23, 2001.

12/18/00, CONTINUED ON FIRST READING. At the request of the San Francisco Redevelopment Agency, this matter was continued to January 29, 2001.

1/29/01, CONTINUED ON FIRST READING. Supervisor Maxwell moved to continue consideration to February 26, 2001.

2/1/01, TRANSFERRED to Housing, Transportation and Land Use Committee. New committee structure.

2/8/01, TRANSFERRED to Public Health and Environment Committee. Transferred at the direction of the President.

2/26/01, CONTINUED ON FIRST READING. Supervisor Maxwell requested that this matter be continued to April 2, 2001.

3/27/01, CONTINUED. Speakers: None. Continued to May 8th meeting.

4/2/01, CONTINUED ON FIRST READING. Supervisor Maxwell moved to continue consideration to May 14, 2001.

Heard in committee. Speakers: Steve Gunnel, Group I; Marie Harrison.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010737 [Esprit Park]

Supervisors Maxwell, Ammiano

Resolution authorizing the acceptance of Esprit Park under the jurisdiction of the Recreation and Park Department pursuant to an owner participation agreement in the Redevelopment Agency of the City and County of San Francisco and Esprit De Corp.

(Fiscal impact.)

4/23/01, RECEIVED AND ASSIGNED to Finance Committee.

5/1/01, TRANSFERRED to Public Health and Environment Committee.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Jesse Blout, Mayor's Office of Economic Development; Amy Neches, Redevelopment Agency; Elizabeth Goldstein, General Manager, Recreation and Park Department; Nicola Jones, Esprit de Corp; Carolyn Wright; Sue Bierman; Lynn Brown; Ward Schumaker; Bette Landis; Patrick Hannan; Ron Miguel; Drew Detsch; Vernon Smith; Mariuccia Iaconi; Calvin Welch; John DeCastros, Potrero Hill Boosters Association; Joe Boss; Ted Lakey, Deputy City Attorney.

5/8/01 Amend the title on page one, line five, after "Corp" add "and stating that it is the policy of the Board of Supervisors not to use affordable housing mitigation funds to acquire open space." On page five, add a final further resolved clause "Further Resolved, that it is the policy of the Board of Supervisors not to use affordable housing mitigation funds to acquire open space."

AMENDED.

Resolution authorizing the acceptance of Esprit Park under the jurisdiction of the Recreation and Park Department pursuant to an owner participation agreement in the Redevelopment Agency of the City and County of San Francisco and Esprit De Corp and stating that it is the policy of the Board of Supervisors not to use affordable housing mitigation funds to acquire open space.

(Fiscal impact.)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

**010456 [Interim Controls, Internet Services Exchanges]
Supervisor Maxwell**

Resolution imposing interim zoning controls defining internet services exchanges, including internet services exchanges within the utility installation use category, establishing a requirement for a conditional use authorization for internet services exchanges in commercial and industrial zones, including without limitation, the C-1, C-2, C-3-G, C-3-S, C-M, M-1, M-2, SLI and SSO zones exclusive of lots under the jurisdiction of the San Francisco Port Commission or in a redevelopment project area with an adopted redevelopment plan under the jurisdiction of the San Francisco Redevelopment Agency Commission up to a six month period and making a determination of consistency with the priority policies of Planning Code Section 101.1.

Received Certification of Determination of Exemption/Exclusion from environmental review dated May 2, 2001.

3/12/01, RECEIVED AND ASSIGNED to Housing, Transportation and Land Use Committee. 03/16/01 - Transmitted to Planning Department for environmental review.

3/20/01, TRANSFERRED to Public Health and Environment Committee.

4/9/01, SUBSTITUTED. Supervisor Maxwell submitted a substitute resolution bearing new title.

4/9/01, ASSIGNED to Public Health and Environment Committee. Sponsor requests this item be scheduled for consideration at the May 8, 2001 meeting.

Heard in committee. Speakers: Luis Granados, Medea; John DeCastros; Steve Kunich, WAVE Exchange; Sue Hestor; Ena Aguirre; Tim Tosta; Ted Lakey, Deputy City Attorney; Dorothy Peterson; Tyrone Netters; Eric Casadas; Sheheryar Kaoosji; Jim Gonzalez; Joe Boss; Marie Franklin; Male Speaker; Louise Vaughn; Howard Strassman, Sierra Club.

5/8/01 Amendment of the whole bearing same title further amended in committee: On page seven, line three, insert "Further Resolved, That in adopting these interim controls, it is not the intent of the Board of Supervisors to prohibit the provision of telecommunication services and no action in furtherance of this resolution, including, but not limited to, the development of permanent controls, shall prohibit or have the effect of prohibiting the provision of telecommunication services."

AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010755 [Pedestrian Safety and Street Resurfacing]**Supervisor Ammiano**

Hearing to consider the City's street resurfacing backlog, its sidewalk repair backlog, its ramp backlog, pedestrian safety planning and capital needs including the City's 100 most dangerous intersections, planned bike path improvements, and current and projected funding sources to meet these needs, including potential bond issue.

4/23/01, RECEIVED AND ASSIGNED to Housing, Transportation and Land Use Committee.

5/1/01, TRANSFERRED to Public Health and Environment Committee.

Heard in committee. Speakers: Supervisor Ammiano; Tina Olsen, Department of Public Works; Walter Park, Mayor's Disability Council; Nick Carr, Department of Parking and Traffic; Bridget Smith, Department of Parking and Traffic; Dr. Larry Meredith, Department of Public Health; Marie Conchata; Charles Rathbone; Bob Planthold; Shirley Bierly, Senior Action Network; Roger McKean Bazeley, SF PTA Board, Safety Chair; Steve Cornell; Richard Mlynarik, Rescue Muni; Howard Strassner, PEDS Task Force; Emily Drennen, SF Bicycle Advisory Commission; George Williams; Leah Shahum, SF Bicycle Coalition; Barry Taranto; Patricia Boyhe; Susan King.

FILED by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

ADJOURNMENT

The meeting adjourned at 1:27 pm.

90.80
3
1/8/01
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

DOCUMENTS DEPT.

May 3, 2001

MAY - 7 2001

TO: Public Health & Environment Committee

SAN FRANCISCO
PUBLIC LIBRARY

FROM: Budget Analyst

SUBJECT: May 8, 2001 Public Health & Environment Committee Meeting

Item 3 - File 01-0737

Department: Business and Economic Development Department
Recreation and Park Department (RPD)

Item: Resolution authorizing the acceptance of Esprit Park under the jurisdiction of the Recreation and Park Department, pursuant to an Owner Participation Agreement (OPA) between the Redevelopment Agency and Esprit de Corp.

Description: The proposed resolution would authorize the City to accept the transfer of Esprit Park from Esprit de Corp ("Esprit"). Esprit Park is a private park developed and maintained by Esprit, consisting of approximately 80,000 square feet and located at 700 Minnesota Street between 19th and 20th Streets in the Potrero Hill district. An appraisal by the private firm of Carneghi-Bautovich & Partners, Inc., commissioned by the City and Esprit and completed in December of 2000, determined the value of the park to be \$9,780,000 (See Comment No. 2). Esprit has voluntarily made Esprit Park available for public use since 1982. The Park is located on a City block and contains mature trees, shrubs, a running track, benches, picnic tables, paracourse fitness stations, walking paths and more than an acre of open rolling lawns.

In exchange for transferring Esprit Park to the City, Esprit would receive a waiver from paying certain City Planning Code exactions on any development permitted by the Redevelopment Plan for the Mission Bay South Redevelopment Area ("Redevelopment Plan") on a separate 163,869 square foot parcel that Esprit owns ("Parcel X4") within the Mission Bay South Redevelopment Project Area, located at 16th and Illinois Streets (currently the Esprit Outlet Store), pursuant to an Owner Participation Agreement (OPA) between the Redevelopment Agency and Esprit. The Redevelopment Agency Commission approved the OPA on April 17, 2001. The City is not a party to the OPA. The OPA is not the subject of this proposed resolution and is not subject to approval from the Board of Supervisors, according to Mr. Donnell Choy of the City Attorney's Office. However, implementation of the OPA is contingent upon the Board of Supervisors approving the subject transfer of Esprit Park and the recording of a grant deed transferring all property rights to the City.¹ If the Board of Supervisors does not approve the proposed transfer of Esprit Park, the OPA will not become effective and no Planning Commission exactions will be waived. Attachment I contains a map of the South Mission Bay Redevelopment Project Area, which identifies Parcel X4.

Under the 10-year term of the OPA, Esprit would be waived from paying "...any existing, new or modified fees and exactions under the City Planning Code," as stated in the OPA, in exchange for transferring Esprit Park to the City. According to Mr. Jesse Blout of the Business and Economic Development Department, under the OPA, Esprit would, therefore, be waived from paying two fees: the Jobs-Housing Linkage Program Fee² at a maximum of \$14.96 per gross square foot of office development (fee amount effective January 1, 2002, see Comment No. 5), and the Child Care Fee of \$1.00 per gross square foot of development. According to Ms. Amy Neches of the

¹ The OPA states, "If for any reason whatsoever the City has not accepted [Esprit] Park and the Deed has not been duly signed and acknowledged by [Esprit] or recorded in the Official Records by June 5, 2001, then either party shall have the right to give the other notice of termination..., in which event this Agreement shall become null and void, and neither party shall have any further obligations to the other hereunder," (p. 9).

² Previously called the "Office Affordable Housing Production Program Fee."

development. According to Ms. Amy Neches of the Redevelopment Agency, Section 304.5 of the Mission Bay South Redevelopment Plan allows up to 450,000 square feet of LaSalle space to be developed on Parcel X4 for Commercial Industrial/Retail uses, including office space. Mr. Blout conservatively estimates that 450,000 leasable square feet of development is comparable to approximately 475,000 gross square feet of development. Therefore, based on the maximum of 475,000 gross square feet of development, the City would forgo a maximum of \$7,581,000 in Planning Code fees, including \$7,106,000 from the Jobs-Housing Linkage Program Fee (a maximum of \$14.96 per square foot multiplied by 475,000 square feet) and \$475,000 from the Child Care Fee (\$1.00 per square foot multiplied by 475,000 square feet). The Budget Analyst notes that this estimated \$7,581,000 in forgone fees is a maximum amount, which could be less, depending on the kind of development that takes place and the number of square feet used. See Comment No. 5 below for a more detailed discussion of the Jobs-Housing Linkage Program Fee.

According to Ms. Neches, Section 304.10 of the Mission Bay South Redevelopment Plan, approved by the Board of Supervisors on November 2, 1998, provided the authority for the Redevelopment Agency to waive Planning Department exactions under the OPA with Esprit. According to Attachment II, Section 304.10 of the Mission Bay South Redevelopment Plan states that the redevelopment of Parcel X4 would be subject to City Planning Code exactions, "...except as otherwise provided pursuant to an owner participation agreement if the [Redevelopment] Agency determines that the public benefits under the owner participation agreement exceed those that would otherwise be obtained through imposition of the City Planning Code fees and exactions."

The OPA would become effective upon the City's acceptance of Esprit Park, as evidenced by the recording of a grant deed transferring ownership of Esprit Park to the City, and terminate after 10 years, approximately in June of 2011. The OPA provides that specific development plans must be submitted, and actual construction must commence on Parcel X4, within 10 years from the OPA's

BOARD OF SUPERVISORS
BUDGET ANALYST

commencement date. According to Mr. Choy, under the OPA, Esprit would not be waived from paying the other fees and exactions otherwise applicable to Parcel X4, such as fees charged for services provided by the Department of Building Inspection or for any necessary environmental review.

The OPA provides that if development of Parcel X4 does not commence during the 10-year term of the agreement, any subsequent development on Parcel X4 would require a new OPA and would be subject to all planning fees required by the Mission Bay South Redevelopment Plan. However, if no development were to take place during the 10-year OPA term, the City would still retain ownership of Esprit Park.

Comments:

1. On July 9, 1987, the Planning Commission adopted Resolution No. 11065 to amend the Recreation and Open Space Element of the General Plan to designate Esprit Park as public open space, if the park were successfully acquired by the City. On May 1, 1997, the Planning Commission adopted Resolution No. 14363, amending the Recreation and Open Space Element of the General Plan and designating Esprit Park as "Proposed Public Open Space." The Board of Supervisors subsequently adopted a Resolution (File No. 271-97-4) on June 2, 1997 approving the amendment to the General Plan and designating Esprit Park for acquisition. On March 20, 2001, the Recreation and Park Commission adopted Resolution No. 0103-044 urging the Redevelopment Agency Commission to approve an OPA between the Redevelopment Agency and Esprit and urging the Board of Supervisors to approve the acceptance of Esprit Park by the City. On April 17, 2001, the Redevelopment Agency Commission adopted Resolution No. 61-2001 approving the OPA, based on the finding that the "...public benefits under the OPA exceed those that would otherwise be obtained through imposition of the City Planning Code fees and exactions," as stated in the Redevelopment Agency Commission Resolution.

2. As noted previously, the private firm of Carneghi-Bautovich & Partners, Inc., hired by the City and Esprit, in December of 2000 appraised the value of Esprit Park at

BOARD OF SUPERVISORS
BUDGET ANALYST

\$9,780,000, based on comparable land sales in the general vicinity. Mr. Larry Ritter of the Real Estate Division of the Administrative Services Department has reviewed the appraisal of the Esprit Park property and has agreed that appraised value of \$9,780,000 reflects the fair market value

3. According to Mr. Blout, Esprit intends to sell Parcel X4 in the near future. Mr. Choy advises that all provisions in the OPA would apply to the Parcel X4 and would be binding upon subsequent purchase of the property. Therefore, all fee waivers and requirements under the OPA would apply not only to Esprit, but to any future owner and/or developer of Parcel X4. The sale of Parcel X4 would not affect the transfer of Esprit Park to the City, according to Mr. Choy.

4. According to Ms. Margaret McArthur of the Recreation and Park Department (RPD), in Fiscal Year 1997-1998 RPD began collecting funds in order to purchase Esprit Park. As of April of 2001, RPD had a total of \$1,595,000 in Open Space Funds budgeted for acquisition of and/or construction at Esprit Park. Ms. McArthur advises that such funds will remain in RPD's Open Space Fund and be used for improvements at Esprit Park, if deemed necessary, or reallocated with the Open Space Fund budget for other RPD capital needs. According to Ms. McArthur, RPD estimates the annual costs of maintaining and operating Esprit Park will be approximately \$76,000. RPD has included \$76,000 in its Fiscal Year 2001-2002 budget request for the maintenance and operation of Esprit Park, Ms. McArthur advises. The City would take ownership of Esprit Park and be responsible for maintenance upon transfer of ownership of the park from Esprit to the City, approximately in June of 2001.

5. The Jobs-Housing Linkage Program Fee was first created in 1985 to link the development of office buildings to the demand for affordable housing by requiring that the developers of offices over a specified size either build affordable housing or pay an in lieu fee. In February of 2001, the Board of Supervisors revised the fee so that the current ordinance requires developers of office space that

meets or exceeds the 25,000 square feet threshold to either:

- Build one affordable housing unit for every 6,250 square feet of new and expanded office space constructed. This represents 16 affordable housing units for every 100,000 square feet of new and expanded office space constructed;³ or
- Pay the following in lieu fees for each square foot of new and expanded office space constructed to the Citywide Affordable Housing Fund in lieu of building affordable housing units.

	In lieu fee payable by developers instead of constructing affordable housing units, per additional gross sq. foot, Mar. 11, 1999 (retroactive) through Dec. 31, 2001:	In lieu fee per additional gross sq. foot, as of Jan. 1, 2002:
Fees*	Office \$11.34	Office \$14.96
	Hotel \$8.50	Hotel \$11.21
	Entertainment \$10.57	Entertainment \$13.95
	Retail \$10.57	Retail \$13.95
	Research & Development \$7.55	Research & Development \$9.97

* To be revised annually from January 1, 2003.

According to Ms. Neches, the designated land use for Parcel X4 under the Mission Bay South Redevelopment Plan is Commercial Industrial/Retail (limited to 35,000 square feet of Retail). Therefore, depending on the form of development that takes place on Parcel X4, the fees in the above table for Office, Retail and/or Research and Development could apply. The Jobs-Housing Linkage Program Fee will be revised annually, beginning January 1, 2003, which will be subject to approval by the Board of Supervisors. Therefore, the amount of Jobs-Housing Linkage Program Fee revenue that the City will forgo by agreeing to accept the donation of Esprit Park may increase during the 10-year term of the OPA. However, the value of Esprit Park would also likely increase over the 10-year term of the OPA.

³ This requirement to build affordable housing varies for other forms of development, such as Retail, Hotel, Entertainment and Research and Development.

The Budget Analyst notes that the Business and Economic Development Department negotiated the OPA with Esprit prior to the Jobs-Housing Linkage Program Fee being increased or expanded. Therefore, based on the prior Jobs-Housing Linkage Program Fee of \$7.05 per gross square foot of office development, in effect prior to fee increase passed by the Board of Supervisors in February of 2001, the Business and Economic Development Department estimated that the City would forgo a maximum of \$3,823,750 in fee revenue, including \$3,348,750 for the Jobs-Housing Linkage Program Fee (\$7.05 per square foot multiplied by 475,000 square feet) and \$475,000 from the Child Care Fee (\$1.00 per square foot multiplied by 475,000 square feet), in return for accepting the transfer of Esprit Park.⁴ As previously identified, Esprit Park is valued at \$9,780,000.

According to Mr. Costolino Hogan of the Planning Department, in Fiscal Year 1999-2000, the Jobs-Housing Linkage Program Fee generated a total of \$10,753,894 in revenue for the City. The Budget Analyst notes that this revenue does not reflect the fee increase implemented in February of 2001.

6. The Child Care Fee was created in 1985 and currently charges \$1.00 per gross square foot of development to developers office and other forms of development. Mr. Hogan advises that in Fiscal Year 1999-2000, the Child Care Fee generated a total of \$388,963 in revenue for the City. Such Child Care Fee revenue is used to fund the creation child care facilities in San Francisco.

7. Ms. Neches notes that the California Community Redevelopment Law requires the Redevelopment Agency to set aside 20 percent of the increased tax revenue generated by designated redevelopment areas (the "tax increment") to be used for affordable housing (the

⁴ Attachment I, provided by the Redevelopment Agency, estimated forgone revenue from the Office Affordable Housing Production Program Fee and the Child Care Fee of approximately \$3.6 million, based on the prior \$7.05 per gross square foot of development Office Affordable Housing Production Program Fee, the \$1.00 per gross square foot Child Care Fee, and the net leasable space of 450,000 square feet. Ms. Amy Neches of the Redevelopment Agency advises that the Redevelopment Agency now calculates that estimated forgone revenue based on 475,000 gross square feet.

"Affordable Housing Set Aside"). According to Ms. Neches, the Redevelopment Agency estimates that the tax increment Affordable Housing Set Aside from the development of Parcel X4 would generate affordable housing proceeds totaling approximately \$1 million.

8. The OPA provides that:

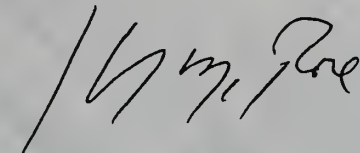
- (a) Esprit, or any other future developer, would be required to join the Mission Bay Maintenance District (Community Facilities District No. 5) at the time that the first new building on Parcel X4 is completed in order to help fund the maintenance and operation of the 40-acre Mission Bay park system.
- (b) Esprit, or any other future developer, would participate in the Redevelopment Plan Art Requirement, under which an amount equal to one percent of construction costs would be devoted to public art works, which may be located either within accessible areas of Parcel X4, or with Redevelopment Agency approval, within the Mission Bay park system.
- (c) Esprit, or any other further developer, would also be subject to the Redevelopment Agency's Equal Opportunity and Prevailing Wage programs for design, development, and construction.

9. As stated in Attachment II, provided by the Redevelopment Agency, under the OPA, the developer of Parcel X4 must return to the Redevelopment Commission for approval of specific plans for development, including a schedule of performance, architectural designs, plans for providing needed infrastructure and streetscape improvements, and plans for implementing any mitigation required under environmental review documents. The OPA provides that the developer may subdivide Parcel X4 into multiple parcels. However, the total development cannot exceed the 450,000 leasable square feet permitted by the Redevelopment Plan (or 475,000 gross square feet).

10. In summary the Budget Analyst notes that the appraised value of Esprit Park is \$9,780,000. In exchange

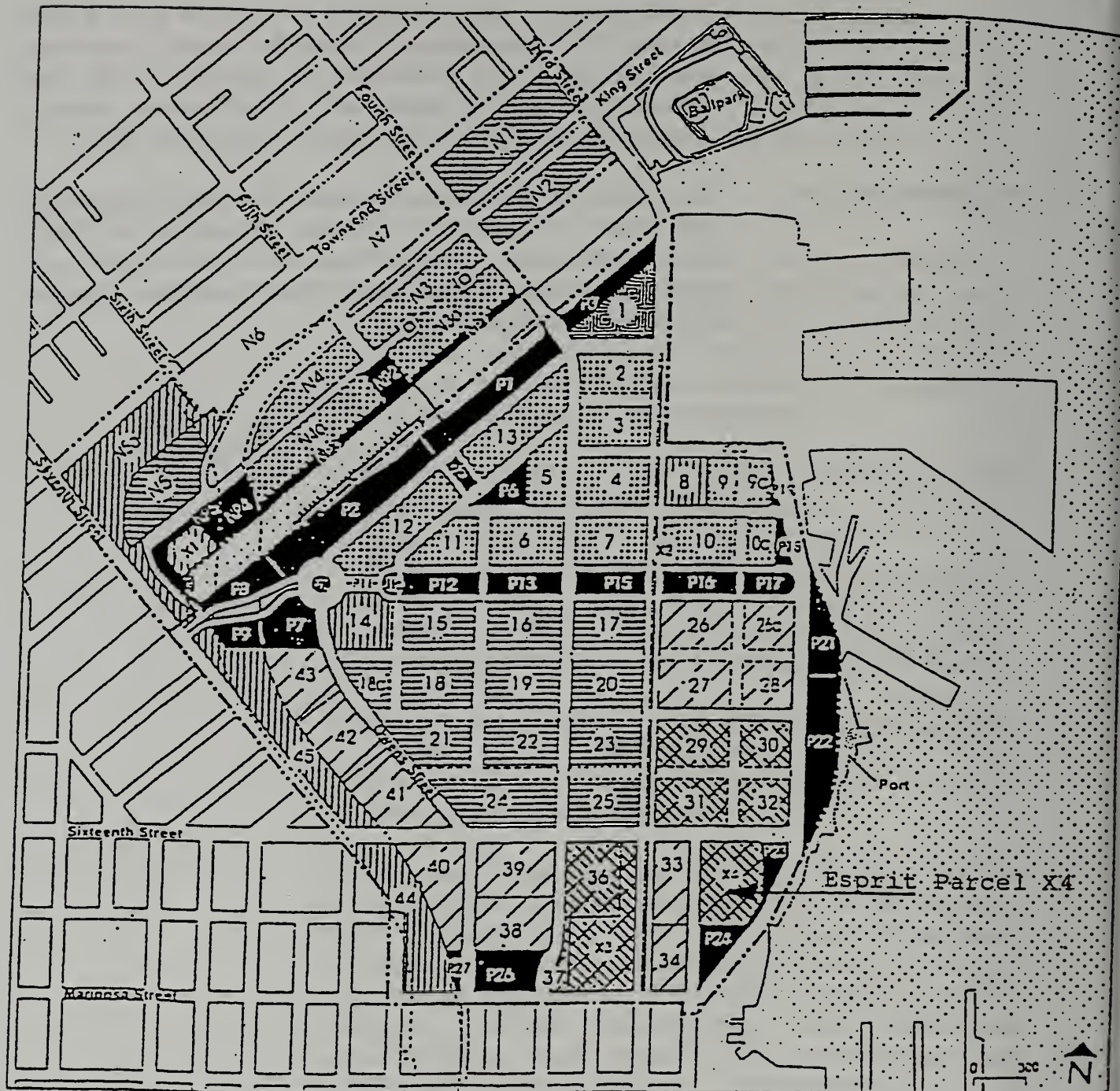
transferring ownership of Esprit Park to the City, Esprit, or any future developer of Parcel X4, would be exempt from paying up to \$7,581,000 in Planning Code fees, including \$7,106,000 from the Jobs-Housing Linkage Program Fee and \$475,000 from the Child Care Fee.

Recommendation: Approval of the proposed resolution is a policy decision for the Board of Supervisors because acceptance of Esprit Park would result in forgone City revenue that could have been realized from the Jobs-Housing Linkage Program Fee and the Child Care Fee.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Stephen Kawa



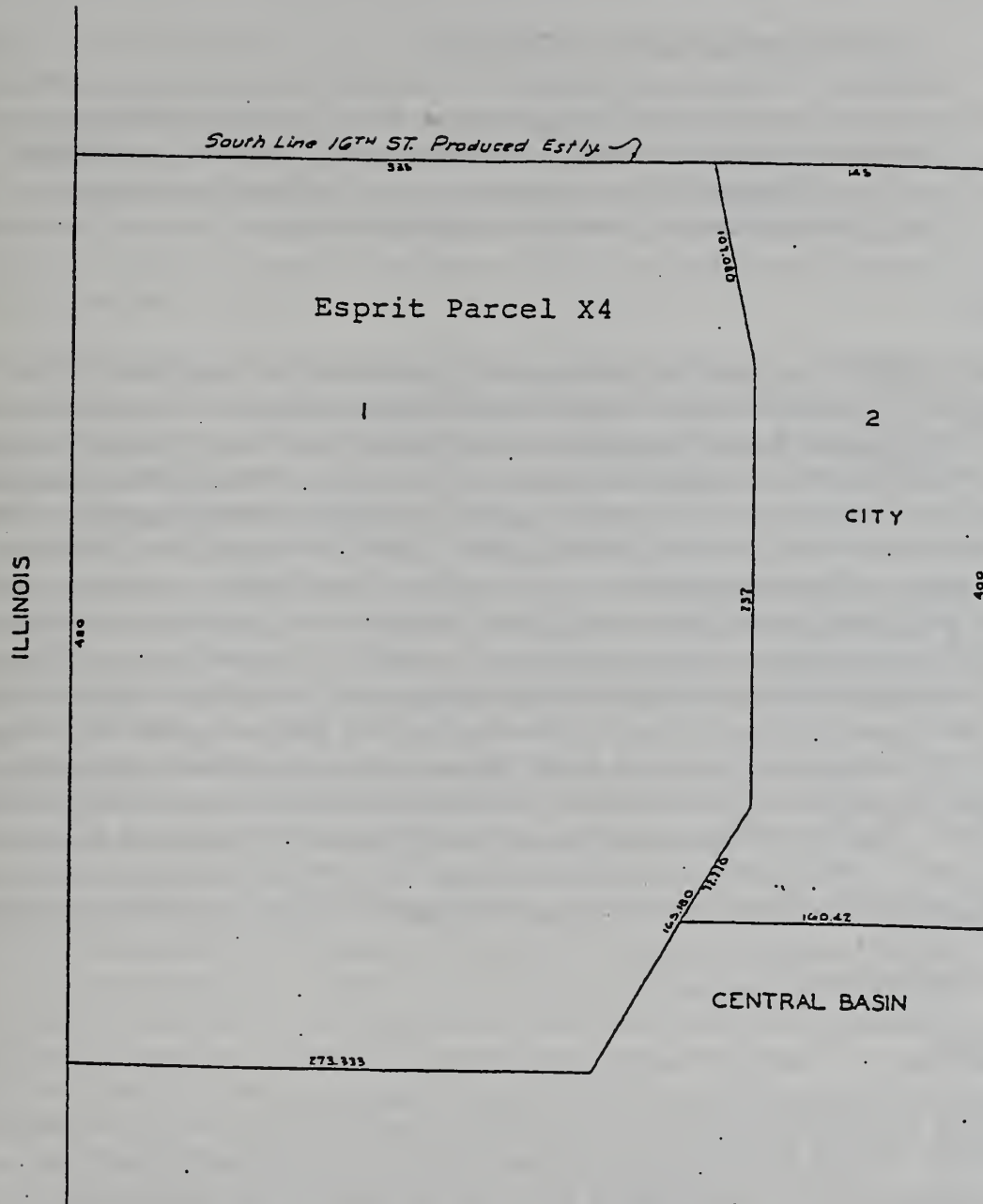
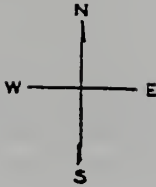
MISSION BAY LAND USE PLAN

SAN FRANCISCO, CALIFORNIA

CAPITOL DEVELOPMENT CORPORATION

3940

NEW POTRERO BLKS 422 & 423



MEMORANDUM

TO: Agency Commissioners

FROM: James B. Morales, Executive Director

SUBJECT: Adopting environmental findings pursuant to the California Environmental Quality Act and approving an Owner Participation Agreement with Esprit de Corp. for Parcel X4 pursuant to the Mission Bay South Redevelopment Plan; Mission Bay South Redevelopment Project Area

SUMMARY

Esprit de Corp. ("Esprit"), a San Francisco-based clothing company, owns a major office development parcel (Parcel X4) in the Mission Bay South Redevelopment Area. Esprit is also the owner of an 80,000 sq. ft. landscaped parcel outside of the Mission Bay Project Areas, at Minnesota and 20th Streets, which has been used as a Potrero Hill community park since 1982. The City has been seeking for several years to acquire this parcel, informally known as "Esprit Park", to ensure its continued availability to the public. Under the leadership of the Mayor's office, the Agency and Esprit propose to enter into an Owner Participation Agreement under which Esprit will donate Esprit Park to the City, and the Agency will agree to exempt Esprit from City Planning Code exactions on the development of Parcel X4. Because the value of the Park far exceeds the value of the forgone exactions, the agreement offers significant economic public benefits to the City, and is authorized by the Mission Bay South Redevelopment Plan. Under the proposed Owner Participation Agreement Esprit will participate in the Mission Bay public art program and will contribute to the Community Facilities District maintenance costs for Mission Bay open space. The OPA will allow Esprit to return to the Agency Commission for approval of a specific scope of development and architectural design for Parcel X4 during the next ten years. The OPA will provide for Esprit's participation in the Agency's Equal Opportunity Programs.

Staff recommends approval.

DISCUSSION

Esprit owns the block bounded by Minnesota, Indiana, 19th, and 20th Streets, adjacent to its company offices. Known as Esprit Park ("Park"), the parcel is approximately 80,000 sq. ft., and is landscaped as a park, with mature trees, lawn, and other improvements. This privately-owned but publicly used open space has been an important part of the lower Potrero Hill community since 1982.

Although the Park is maintained for community use by Esprit, the underlying parcel is in fact zoned for development. The City's Office of Recreation and Park Department, with the active support of the Potrero Hill "Friends of Esprit Park," has been trying to acquire the Park from Esprit for a number of years to ensure its long-term public use. The Board of Supervisors has taken several actions to support the acquisition of the Park as well,

including a unanimous 1997 resolution urging the City Department of Real Estate to work with the Friends of Esprit Park in seeking funds to acquire the parcel. However, insufficient capital funds have been set aside, and the Park remains in private ownership.

Esprit also owns a 163,869 sq. ft. parcel of land within the Mission Bay South Redevelopment Area, designated as Parcel X4. Parcel X4 is located at 16th & Illinois Street, and is currently improved with an approximately 45,000 sq. ft. retail store, a free-standing restaurant, and parking. Under the Mission Bay South Redevelopment Plan and Design for Development, Parcel X4 may be developed with up to 450,000 leasable sq. ft. of Commercial Industrial/Retail uses, including office use. The maximum height of new development is 90 feet, with required setbacks at the 55 foot height level adjacent to surrounding open space parcels.

At this time, Esprit is interested in refocusing on its clothing business and in selling both the Park and Parcel X4. Under the leadership of the Mayor's office, the Agency, City, and Esprit propose to enter into an innovative transaction which will ensure the long-term public ownership of the Park by transferring some of the underlying value of the Park to Parcel X4 in Mission Bay, where Esprit may gain its value.

Under the proposed Owner Participation Agreement ("OPA") transaction, Esprit will donate the Park to the City, and in consideration will be exempted from City Planning Code exactions on the development of Parcel X4. The Park was appraised in December, 2000 at \$9,780,000 by an MAI appraiser jointly commissioned by the City and Esprit. The Planning Code fees being foregone by the City for Parcel X4 consist of the Office Affordable Housing Production Program fee of \$7.05 per leasable square foot of office development, plus the child care fee of \$1.00 per gross square foot of development. If full build-out occurs, the sum of the waived fees will be approximately \$3.6 million.

The Redevelopment Plan, in section 304.10, specifically provides that the redevelopment of Parcel X4 be subject to City Planning Code exactions "except as otherwise provided pursuant to an owner participation agreement if the Agency determines that the public benefits under the owner participation agreement exceed those that would otherwise be obtained through imposition of the City Planning Code fees and exactions." Because the \$9.78 million value of the Park site being donated to the City is well in excess of the value of the waived Planning Code exactions of approximately \$3.6 million, there is a net gain in economic public benefit, and the proposed transaction is allowable under the Redevelopment Plan. Although there have been recent proposals to increase the affordable housing fee, none of the current proposals would raise the fees to a level such that the foregone exactions for Parcel X4 would exceed the value of the donated Park. The OPA provides that if development of Parcel X4 does not commence during the 10-year term of the agreement, any subsequent development would require a new OPA and would be subject to all planning fees as required by the Redevelopment Plan at that future time (the donation of the Park would be unaffected).

The proposed OPA with Esprit for the Parcel X4 includes the following key terms:

- Esprit will transfer the Park to the City at no cost. The Park will be placed under the jurisdiction of the Recreation and Park Department, which has set aside funds for its maintenance, and will become permanent public parkland.
- Parcel X4 may be developed by Esprit (or other future developers of the site), to its full Redevelopment Plan entitlement of 450,000 leasable square feet, and during the 10-year term of the OPA, the Agency may amend the Redevelopment Plan or the Design for Development to reduce or impair this development entitlement only with the developer's consent.
- In consideration of Esprit's donation of the Park to the City, the development of Parcel X4 will be exempt from Planning Code fees that would otherwise be paid to the City by the developer.
- The developer must return to the Agency for Commission approval of specific plans for development of Parcel X4, including a scope of development and schedule of performance, architectural designs, and plans for providing needed infrastructure and streetscape improvements, and for implementing mitigations required under environmental review documents. As is typical, the OPA provides that following Commission approval of schematic design documents, staff will review design development and construction drawings. The OPA provides that the developer may subdivide Parcel X4 into multiple parcels; the total development cannot, however, exceed the 450,000 leasable square feet entitled by the Redevelopment Plan. The OPA provides that the specific development plans must be submitted, and actual construction must commence on Parcel X4, within 10 years.
- The future developer will participate in funding the maintenance and operation of the 40-acre Mission Bay park system, by joining Community Facilities District No. 6, the Mission Bay Maintenance District (or by paying an in-lieu fee) at the time that the first new building on Parcel X4 is completed.
- The redevelopment of Parcel X4 will include participation in the Redevelopment Plan Art Requirement, under which an amount equal to 1% of "hard" construction costs will be devoted to public art works, which may be located either within accessible areas of Parcel X4, or with Agency approval, within the Mission Bay park system. Esprit will also pay the state-mandated school facilities fee on new development.
- The redevelopment of Parcel X4 will be subject to the Agency's equal opportunity and prevailing wage programs for design, development, and construction.
- Prior to new development, the existing improvements on Parcel X4 may continue to be employed for uses consistent with the Redevelopment Plan, as determined by the Executive Director.

On March 20, 2001, the Recreation and Park Commission adopted a resolution (copy attached) urging the approval of the OPA and the acceptance of the Park donation. Following Commission consideration of the OPA, the Board of Supervisors will consider a resolution accepting the donation of the Park. The Park donation is expected to be completed in early June. However, if the Board of Supervisors resolution is not approved, or if the donation of the Park is not completed for any reason, the OPA will not become effective and no Planning exactions will be waived.

(Originated by Amy Neches, Senior Project Manager)

Original Signed By
James B. Morales
James B. Morales
Executive Director

Att: Mission Bay Land Use Map
Parcel X4 site map
Resolution of the Recreation and Park Commission



City and County of San Francisco

Meeting Minutes

Public Health and Environment Committee

Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

Clerk: Deborah Muccino

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Tuesday, May 22, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

DOCUMENTS DEPT.

MEETING CONVENED

MAY 25 2001

SAN FRANCISCO
PUBLIC LIBRARY

The meeting convened at 10:06 a.m.

010777 [Grant funds to DPH from Eli Lilly and Company]

Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to accept and expend a grant in the amount of \$125,000 from Eli Lilly and Company for the period May 1, 2001 to April 30, 2002 and to enter into an agreement for the use of these funds. (Public Health Department)
5/8/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the May 22, 2001 meeting.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Kevin McGirr, Department of Public Health; Male Speaker.

5/22/01 Amend page one, line four; delete "May" and replace with "July" and delete "April" and replace with "June".

AMENDED.

Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to accept and expend a grant in the amount of \$125,000 from Eli Lilly and Company for the period July 1, 2001 to June 30, 2002 and to enter into an agreement for the use of these funds. (Public Health Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010923 [Substance Abuse and Crime Prevention Act of 2000 - Approval of County Plan]

Supervisors Leno, Newsom

Resolution approving the San Francisco County Plan for Fiscal Year 2001-2002 pursuant to the Substance Abuse and Crime Prevention Act of 2000. (Public Health Department)

5/14/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Barbara Garcia, Department of Public Health; Terence Hallinan, District Attorney; Marcia Rosenbaum, The Lindesmith Center; Daniel Abrahamson, The Lindesmith Center; Patricia Harrison.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010922 [State grant for Substance Abuse and Crime Prevention Act]**Supervisors Leno, Newsom**

Resolution authorizing the Department of Public Health to accept and expend a grant in the amount of \$62,687 from the State of California Department of Alcohol and Drug Programs for substance abuse treatment services for certain non-violent drug possession offenders as required by Proposition 36: Substance Abuse and Crime Prevention Act of 2000. (Public Health Department)

5/14/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the May 22, 2001 meeting.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Phyllis Harding, Department of Public Health.

5/22/01 Amend page one, lines four and sixteen; change the amount from "\$62,687" to "\$54,705". On page one, line seventeen, after "with" delete "the remaining".

AMENDED.

Resolution authorizing the Department of Public Health to accept and expend a grant in the amount of \$54,705 from the State of California Department of Alcohol and Drug Programs for substance abuse treatment services for certain non-violent drug possession offenders as required by Proposition 36: Substance Abuse and Crime Prevention Act of 2000. (Public Health Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010237 [Emergency Room Admissions]**Supervisor Newsom**

Hearing to discern the increase in emergency room admission and what can be done to accommodate need while reducing the number of admissions if possible, also to explore the issue of diversion management.

2/5/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Dr. Brown, EMS Director, Department of Public Health; Dr. Alan Gelb, Chief of Emergency Department, San Francisco General Hospital; Barbara Garcia, Department of Public Health; Kerry Dalrymple, Emergency Communications Department; Ron Smith, VP Hospital Council, Bay Area Region; Dr. Scott Campbell, San Francisco Emergency Physicians Association; Mary Lou Licwinko, Executive Director, San Francisco Medical Society; Dr. Beth Mulcahy; Jeffery Sterman, Hospital Council; Dr. Joe Elson, Medical Director, The Haight Street Clinic; Dr. Mickey Rokeach, Emergency Director, California Pacific Medical Center; Dr. Margot Kushel, San Francisco General Hospital; Dr. Mark Snyder, Chief of Emergency, St. Lukes Hospital; Dr. Russ Braun, St. Francis Hospital; Dr. Jordan Cohen, St. Mary's Hospital; Mary Colman, RN; Rich Nadis, Medical Director, St. Francis Hospital; Tom Pikes; Bob Ivory, RN, San Francisco General Hospital; Rich Shortall, San Francisco Fire Department.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 12:47 pm.

10.80
3
12/01

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

CITY AND COUNTY



OF S / -ISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

May 17, 2001

TO: Public Health & Environment Committee
FROM: Budget Analyst
SUBJECT: May 22, 2001 Public Health & Environment Committee Meeting

Item 1- File 01-0777

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to accept and expend a grant in the amount of \$125,000 from Eli Lilly and Company for the period of May 1, 2001 to April 30, 2002 and to enter into an agreement for the use of these funds.

Grant Amount: \$125,000

Grant Period: July 1, 2001 through June 30, 2002 (one year-see Comment No. 4)

Source of Funds: Eli Lilly and Company (see Comment No. 2)

Matching Funds: None required.

Indirect Costs: None

DOCUMENTS DEPT.

MAY 21 2001

SAN FRANCISCO
PUBLIC LIBRARY

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
May 22, 2001 Meeting of Public Health and Environment Committee

Budget:

Personnel Costs

Outreach Peer Counselors (2.0 FTE)	
Salary	\$49,600
Fringe Benefits (25%)	<u>12,400</u>
Subtotal-Outreach Peer Counselors	\$62,000

Administrative Assistant (0.5 FTE)	
Salary	\$12,400
Fringe Benefits (25%)	<u>3,100</u>
Subtotal-Administrative Assistant	\$15,500
Subtotal-Personnel Costs	<u>\$77,500</u>

Non-Personnel Costs

Motivational Supplies	11,500
Cell Phones	1,200
Travel Expenses	840
Emergency Fund	25,000
Administrative Overhead	<u>8,960</u>
Subtotal-Non-Personnel Cost	<u>\$47,500</u>

TOTAL	\$125,000
-------	-----------

Attachment I, an excerpt from the Grant Agreement, provides details to support the budget data listed above.

Description:

The subject grant would fund the first-year of a two-year pilot project to study how to increase medication compliance for mental health patients. Dr. Bill McConnell of DPH advises that non-compliance with medication regimens is a common problem for mental health patients because often the medications have side effects that the patients do not want to tolerate. The subject grant would fund one-year of a pilot project to test Directly Observed Therapy (DOT) on 25 mental health patients. Dr. McConnell explains that DOT is a technique in which staff work closely with patients, in a therapeutic manner, to ensure that they take their medication as required. Dr. McConnell advises that in the subject pilot program, such services would be provided by peer counselors, that is, other patients who understand the challenges the participants face in adhering to their medication regimens. Dr. McConnell informs that DPH has been successful in treating tuberculosis patients with this method.

BOARD OF SUPERVISORS
BUDGET ANALYST

The project would be based at the Westside Community Adult Outpatient Mental Health Services located at 888 Turk Street.

Comments:

1. Dr. McConnell advises that the new personnel listed in the budget summary would be employees of Westside Community Adult Outpatient Mental Health Services. The City would contract, on a sole-source basis with Westside, a non-profit, community-based provider that has other contracts with the San Francisco DPH. Dr. McConnell advises that Westside provides a variety of children's and adult mental health services, among other services.

2. Dr. McConnell advises that Eli Lilly is providing the subject grant to Comprehensive Neuroscience, Inc. (CNS) on behalf of DPH. Dr. McConnell advises that CNS is a private, international company that expedites the development and use of new products and services to relieve neuropsychiatric illness. Dr. McConnell further advises that in this project, CNS would serve as a consultant to Eli Lilly and was responsible for developing the project, finding a host jurisdiction (San Francisco), and negotiating the grant specifications and objectives. Dr. McConnell advises that CNS would also monitor the grant for Eli Lilly. The terms of the subject grant require an agreement between Eli Lilly, CNS, and the County of San Francisco. Dr. McConnell informs that the contract would be awarded by the City to Westside Community Mental Health Services on a sole-source basis because as a crisis service, Westside would be able to provide psychiatrist intervention at all hours, which is critical to the effort to enhance medication adherence. Additionally, Dr. McConnell advises Westside has significant experience in providing services in the community, outside of a conventional clinical setting. Westside also has significant experience in using peer counselors and has successfully integrated the use of peer counselors with a professional clinical model. The subject grant award would use peer counselors to provide services. Dr. McConnell also advises that Westside has experience with the use of flexible funds for client emergencies, which the subject grant would permit.

3. Dr. McConnell advises that DPH would provide the following in-kind services:

Project Administration and Support	
0.05 FTE 2323 Clinical Nurse Specialist	
Salary (0.05 X \$84,016)	\$4,201
Fringe Benefits	
(estimated at 25 percent of Salary)	<u>1,051</u>
Subtotal	\$5,252
Quality Management Evaluation	
0.05 FTE 2575 Research Psychologist	
Salary (0.05 X \$78,222)	\$3,911
Fringe Benefits	
(estimated at 25 percent of Salary)	<u>978</u>
Subtotal	\$4,889
Rental Space	14,400
Supplies	600
Regular Phone Usage	7,200
Copying	<u>5,400</u>
Subtotal	\$27,600
Total-In Kind Services	<u>\$37,741</u>

4. Dr. McConnell advises that, to date, none of the subject grant funds have been accepted or expended. He further advises that the pilot project has not yet started and therefore, no other funds have been spent on it to date. He advises that DPH anticipates starting the pilot project by July 1, 2001. He explains that DPH originally anticipated starting the project by May 1, 2001 and thus the proposed resolution specifies May 1, 2001 as the beginning of the grant period. Since the pilot project did not begin May 1, 2001 and is not expected to begin until July 1, 2001, the proposed resolution should be amended accordingly.

5. The Grant Agreement stipulates that CNS would provide Eli Lilly with quarterly program performance data. It further stipulates that funding for the second year of the project would be contingent upon a review at the end of the first year. Any subsequent award of funds

would be subject to Board of Supervisors review and approval.

6. Dr. McConnell advises that the in-kind rental space is for 600 square feet for the 2.5 FTEs funded by the subject grant. The space is located at Westside Community Adult Outpatient Mental Health Services at 888 Turk Street. Dr. McConnell advises that it is space that DPH already pays for through other contracts with Westside.

7. Attachment II to this report is a copy of the Grant Information Form, as provided by DPH, which includes the Disability Access Checklist.

Recommendations:

1. In accordance with Comment No. 4, amend the proposed resolution as follows: in the title on page 1, lines 5 and 6, delete "*May 1, 2001 to April 30, 2002*" and replace it with "*July 1, 2001 to June 30, 2002*" so that the clause reads "*for the period of July 1, 2001 to June 30, 2002 and to enter into an agreement for the use of those funds.*"

2. Approve the proposed resolution, as amended.

- d. The service plan will be formally reviewed in team format on at least a quarterly basis.
- e. Outreach staff will receive weekly group and individual supervision about the caseload. Supervision will focus on:
 - Assessment,
 - Documentation, data base management and entry
 - Strategizing interventions
 - Problem solving service needs

4. Months Eighteen through Twenty Four:

Administrative oversight to begin data analysis and summary. Staff will begin to wrap up and summarize the experience. Transition of cases to occur in months eighteen through twenty-one.

Data analysis will include (CMHS Quality Management staff will be used in the review and analysis of data):

- Review of acute service utilization for all clients.
- Comparison of acute service utilization for enrollees and refusals
- Review of MCAS scores
- Correlation of MCAS scores with compliance data (observed administration) and acute service utilization
- Review of demographic variables
- Analysis of qualitative data, e.g., refusals, anecdotal reports related to client progress, non-compliance and intervention strategies.

Contract

VIII. BUDGET - Year One

Outreach Peer Counselors (2.0 FTE)*	62,000
Salary and benefits	
Administrative assistant (0.5 FTE)	15,500
Salary and benefits	
Motivational supplies	11,500
Cell phones	1,200
Travel expenses	840
Emergency Fund**	25,000
Indirects	8,960
Total	125,000

*A Licensed Psychiatric Technician may be substituted for a peer counselor. This would result in increased cost.

** This a fund is to be accounted for separate from the operating budget. Unused emergency funds will be returned to CNS and then Lilly.

- A. Peer Counselors: 2 FTE direct service staff to provide the services described in this Agreement to clients' enrollees. The above figure includes a 25% calculation for benefits.
- B. Administrative Assistant 0.5 FTE provides clerical support to project administration and direct service staff in the way of client scheduling, data entry and database management, management of emergency fund. The above figure includes a 25% calculation for benefits.
- C. Client incentives (Motivational Supplies): Used to enhance clients' motivation to attend five day per week medication observation clinic. The cost is based on \$2.00 per day per client for 25 clients for a total of 5 days per week for 46 weeks. It is estimated that the all clients will not show up each day. The unused daily allocation will be re-allocated for flexible use for clients who may need added incentive. In order to avoid any possibility of any inducement to the clients regarding the use of any specific pharmaceutical product, the client will not be informed that the motivational supplies are in any manner provided for by Lilly.
- D. Cell phone: rental of two cell phones at estimated cost and usage of \$50.00 per phone per month X 12 months. The cell phones may only be used in conjunction with this program. If possible, the cell phones should be returned to the renter at the end of the Program.
- E. Travel expenses: purchase of two muni passes (local transit) at \$35.00 per month X twelve months to be used by the direct service staff when in need of transport to locate and deliver services to clients in the field.
- F. Emergency Fund: to be administered by project administration for client participants who may be need of emergency funds for transport, housing, personal supplies. In order to avoid any possibility of any inducement to the clients regarding the use of any specific pharmaceutical product, the client will not be informed that the emergency funds are in any manner provided for by Lilly.
- G. Indirects at 8.9 % of \$100,000 allocation. These costs are to cover unforeseen additional administrative expenses directly related to this project.
- H. The County will provide:
 - Project administration and supervision
 - Rental space
 - Supplies

- Copying
- Regular phone usage
- Quality Management evaluation

IX. PAYMENT SCHEDULE

Lilly will provide CNS One Hundred Twenty-five Thousand dollars (\$125,000.00) for use in the first year of the project.

CNS will provide Lilly with quarterly updates (beginning at six months) as to whether the milestones set forth in Exhibit B are being met in year one. At any point that such milestones are not being met, CNS is to discontinue providing funds to the County and Lilly (following a meeting with CNS and the County) will determine whether to continue to allow funding for the program.

Funding for year 2 of the project (\$125,000.00) is subject to review at the end of year 1 and year 2 will be evaluated in the same manner as year 1.

X. GENERAL PROVISIONS

In the event that the project does not require the entire amount granted from Lilly for the above-referenced purposes, County and CNS will return any excess amount to Lilly.

This contractual agreement shall be deemed effective on the date it is executed by all the Parties, Eli Lilly and Company, CNS and the County. It may be terminated at anytime, by any party, for any reason upon thirty (30) days written notice to the other parties.

This Agreement, including the Exhibits attached hereto, contains the entire agreement and understanding between the parties with respect to the subject matter of this Agreement and shall supersede all prior oral or written negotiations, agreements or understandings between the parties with respect to the subject matter of this Agreement. This Agreement may not be amended or modified except by a written instrument signed by both parties.

The Parties agree that they will comply with applicable provisions of 42 U.S.C. 1320a-7b, regulations promulgated thereunder and comparable state laws or regulations, prohibiting illegal remuneration (including any kickback, bribe, or rebate) and that (as mentioned earlier) nothing in this Agreement is to be construed to create any obligation, expressed or implied, with respect to the mention, prescription or use of Lilly products.

File Number: 01-0777
(provided by the Board of Supervisors)

ATTACHMENT II

Page 1 of 2

Grant Information Form

(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

1. Grant Title: **Pilot Intervention to Improve Medication Adherence**
2. Department: **Department of Public Health, Population Health and Prevention, Community Mental Health Services.**
3. Contact Person: **Kevin McGirr, RN,MS,MPH.** Telephone: **255-3481**
4. Grant Approval Status (check one):

☒ Approved by funding agency☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for:
\$250,000 (\$125,000 X two years)
- 6a. Matching Funds Required: **In kind services from CMHS and contractor**
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: **Eli Lilly and Company**
b. Grant Pass-Through Agency (if applicable): **N/A**
8. Proposed Grant Project Summary: **The grant will fund staffing to test the effectiveness of intensive outreach and medication monitoring of clients who are identified as medication non-adherent.**
9. Grant Project Schedule:

Start-Date: **7/1/01**End-Date: **6/30/02**
10. Number of new positions created and funded: **-0-**
11. If new positions are created, explain the disposition of employee(s) once the grant ends:
N/A

12a. Amount to be spent on contractual services: **\$250,000 for the two year period. Funding for year II of the project will be subject to review at the end of year I.**

- b.) Will contractual services be put out to bid?: **No**
- c.) If so, will contract services help to further the goals of the department's MBE/WBE requirements? : **N/A**

5/17/01

- 12a. Amount to be spent on contractual services: \$125,000, Year One of Two Years
- b. Will contractual services be put out to bid?: No, sole source per the provisions of the grant.
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : N/A
- d. Is this likely to be one-time or ongoing request for contracting out?: Ongoing for a total of two years.
- 13a. Does this budget include indirect costs? No
- b. If no, why are indirect costs not included? :
- [] Not allowed by granting agency [X] To maximize use of grant funds on direct services
- [X] Other (please explain): All services will be delivered via a sole-source contract with Westside Community Mental Health Services
14. Any other significant grant requirements or comments: None

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s) [X] Existing Structure(s) [X] Existing Program(s) or Service(s)

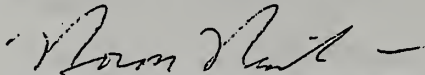
[] Rehabilitated Site(s) [] Rehabilitated Structure(s) [] New Program(s) or Service(s)

[] New Site(s) [] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

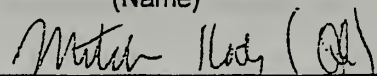
Comments:

Departmental or Mayor's Office of Disability Reviewer: Norman Nickens Deputy Director
(Name) (Title)


(Signature)

Date Reviewed: APR 26 2001

Department Approval: Mitch Katz, M.D. Director of Health
(Name) (Title)


(Signature)

Memo to Public Health and Environment Committee
May 22, 2001 Public Health and Environment Committee Meeting

Item 2 – File 01-0923

Department: Department of Public Health

Item: Resolution approving the San Francisco County Plan for Fiscal Year 2001-2002 pursuant to the State's Substance Abuse and Crime Prevention Act of 2000.

Description: On November 7, 2000 California voters passed Proposition 36, the Substance Abuse and Crime Prevention Act of 2000. The Substance Abuse and Crime Prevention Act of 2000 (SACPA) requires probation and drug treatment in lieu of incarceration, for conviction of possession, use, transportation for personal use, or being under the influence of a controlled substance, and related parole violations, which will be funded by the State. According to Mr. James Stillwell of the Department of Public Health (DPH), State law requires that San Francisco begin providing such services on July 1, 2001.

According to Mr. Stillwell, the State set aside \$2,298,950 in SACPA funds to San Francisco for FY 2000-2001 and is expected to allocate \$4,435,113 annually, beginning in FY 2001-2002 through FY 2005-2006, when State funding for the SACPA will become subject to the State's budget process (see Comment 1) for continued implementation of SACPA. In order to receive SACPA funds, the San Francisco Board of Supervisors must (1) agree to comply with the provisions of the SACPA; (2) establish a local Substance Abuse and Crime Prevention Trust Fund; (3) assure the State that all funds allocated pursuant to the SACPA will be deposited into that Trust Fund; (4) designate a lead agency within the City to be responsible for the coordination, development and implementation of the SACPA; and, (5) establish a County Plan for the coordination, funding and provision of services under the SACPA. On March 5, 2001, the Board of Supervisors approved an ordinance (File 01-0061) to establish the Substance Abuse and Crime Prevention Trust Fund and designated DPH as the lead agency to be responsible for the coordination, development and implementation of the SACPA. Mr. Stillwell advises that after File 01-0061 was approved, the State allocated \$2,298,950 to San Francisco. Expenditure of such funds is subject to Board of Supervisors approval and any savings in

expenditures from one fiscal year can be carried forward to subsequent fiscal year budgets.

The subject resolution would approve the proposed County Plan for FY 2001-2002 for the coordination, funding and provision of services under the SACPA. The proposed County Plan for FY 2001-2002 describes how the criminal justice and treatment systems will work together to provide eligible individuals¹ with substance abuse services under the SACPA.

Under the proposed County Plan, a potential client of the drug treatment program under the SACPA would progress through the justice and treatment systems in four specific stages. Those stages are: (1) *Pre-conviction*: eligibility for treatment provisions under the SACPA begins only upon conviction in the justice system and not at the point of arrest or charging; (2) *Assessment, Placement and Treatment*: after a person has been convicted or entered a guilty plea, the individual will receive an assessment within seven days of the severity and complexity of his or her substance abuse problem. The assessment will be conducted by the Treatment Access Program (TAP), a program of the Community Substance Abuse Services in the DPH (see Comment 4). Following assessment, the Court/Board of Prison Terms will sentence the individual to treatment as a condition of probation/parole. At that point, the individual is sentenced and actually becomes eligible for dedicated treatment resources. The placement of the individual will be authorized and coordinated by TAP. The treatment provider will prepare a treatment plan for the individual and submit that plan through TAP to the Adult Probation Department or the State Department of Parole (Probation/Parole). The plan would include an array of appropriate substance abuse services and may include ancillary services, such as literacy training, family counseling and vocational training services;

¹ All persons who are convicted of the offenses specified by State statute and who meet the State statute's criminal history requirements are entitled to the treatment-related conditions of the probation under the SACP Act. A person is ineligible if (a) s/he has completed serving a felony (other than a non-violent drug-related felony) or a misdemeanor involving physical injury or the threat of physical injury within the past five years; (b) s/he has been convicted of a misdemeanor not related to the use of drugs, or any felony in addition to the non-violent drug possession charge; (c) the current offense involved the use of a firearm, in addition to non-violent drug possession; and, (d) s/he has already been convicted twice of non-violent drug possession and has been found by clear and convincing evidence to be unamenable to any and all forms of treatment.

(3) *Reporting and Monitoring*: TAP will assume primary responsibility for tracking an individual's treatment progress and reporting quarterly to Probation/Parole. Monitoring by TAP and Probation/Parole will ensure that individuals receive the most appropriate treatment services and that treatment providers are in compliance with SACPA requirements. If an individual is determined to not be sufficiently motivated to continue with treatment such determination will be reported to Probation for joint consultation on what is a more appropriate treatment plan or if a motion should be filed to modify or revoke probation; and, (4) *Completion of Treatment and Dismissal of Charges*: Upon an individual's successful completion of his or her treatment plan, TAP will be responsible for verifying and preparing a report of compliance to Probation/Parole, the District Attorney and the individual's defense counsel. According to Mr. Stillwell, individuals are eligible for dismissal of charges upon successful completion of the treatment program.

Comments:

1. A grant proposal under File 01-0922 (see Item 3 of the May 22, 2001 Public Health and Environment Committee Calendar) in the amount of \$54,705 will fund some start-up costs associated with the SACPA during the remainder of FY 2000-2001. Those grant funds of \$54,705 are part of the total FY 2000-2001 State allocation of SACPA funds in the amount of \$2,298,950 (\$2,244,245 plus \$54,705). Mr. Stillwell advises that the original grant amount was for \$62,687, or \$7,982 more, however the grant amount was reduced to \$54,705 to reflect the amount of work that will actually be done in FY 2000-2001. Mr. Stillwell further advises that the \$7,982 will remain in the Substance Abuse and Crime Prevention Trust Fund and can be carried forward to future fiscal years for re-appropriation at that time. According to Mr. Stillwell, beginning in the FY 2001-2002 budget process, the DPH will include in its budget requests, the State SACPA funds for the probation and drug treatment program. The DPH will include in its FY 2001-2002 budget request \$6,671,376. Mr. Stillwell advises that the cost details associated with the proposed County Plan are included in DPH's FY 2001-2002 budget request, and are not part of the subject resolution. Attachment I, provided by DPH, is a summary budget for FY 2001-2002. Mr. Stillwell advises that DPH will work-order funds as shown in Attachment I, to the Public Defender's Office, the Trial

Courts and the Adult Probation Department to cover the associated administrative costs of the SAPCA probation and drug treatment program. Mr. Stillwell further advises that any savings would be carried forward to subsequent fiscal year budgets.

2. According to Mr. Stillwell, the development of the proposed County Plan was an extensive collaborative community-based planning process that began in January of 2001. The planning process involved representatives from the Board of Supervisors, the District Attorney's Office, the Trial Courts, the Department of Public Health, the Department of Human Services, the Adult Probation Department, the State Department of Parole, the Sheriff's Department, the Police Department, the Controller's Office, the Mayor's Office of Neighborhood Services, the Mayor's Criminal Justice Council, the community, the Treatment Demand Council, advocacy groups, substance abuse treatment providers and the faith community.

3. Mr. Stillwell estimates that in the first year of the program there will be approximately 1,200 non-violent drug offenders eligible for drug treatment under the SACPA.

4. Under the Community Substance Abuse program, TAP places individuals in drug treatment programs run by community-based organizations. The DPH currently contracts out to 45 community-based organizations to provide substance abuse treatment programs on behalf of the DPH. Mr. Stillwell advises that DPH will initially modify existing substance abuse treatment contracts with 15 of the 45 community-based agencies to provide treatment availability as of July 1, 2001. Such modifications are limited to agencies with existing contracts for State licensed or certified drug and alcohol treatment programs, as required by the SACPA. Mr. Stillwell advises that such initial funds will be awarded on a sole-source basis, as approved by the Health Commission, to expedite the establishment of the program. Mr. Stillwell further advises that other existing contracts may be modified as additional agencies acquire the required State license or certificate on a sole source basis and any new contracts would be awarded on a competitive bid basis. See Attachment II, provided by Mr. Stillwell, for a list of the 15 community-based organizations.

5. According to Mr. Stillwell, the SACPA prohibits local jurisdictions from supplanting funding for existing drug diversion programs in San Francisco. Currently, there are two existing drug-diversion programs for pre-guilty plea defendants (a) Drug Diversion for defendants with first-time felony drug possession offenses; and, (b) Drug Court for repeat offenders with multiple eligible charges. Mr. Stillwell advises that the SACPA funds will not replace or supplant the funds for these two existing drug diversion programs and that the SACPA probation and drug treatment program is for individuals who have been convicted of certain non-violent drug possession charges.

Recommendation: Approve the proposed resolution.

California Department of Alcohol & Drug Programs SACPA Entity Report

Report Date: 05/14/2001

Time: 10:14:39AM

County of: San Francisco

Fiscal Year: 2001/2002

Version: 2 Status: Draft Created: 05/11/2001 Last Revised: 05/14/2001

Entity Type	Direct Services	Administrative Activities	Total	Percentage of ADP Allocation	
Drug Treatment					
Dept of Public Health	\$5,565,563	\$355,081	\$5,920,644	\$4,435,113	+
	5,565,563	355,081	5,920,644	\$2,236,263	
Other Service	\$380,000	\$18,732	\$398,732	\$6,671,376	
Dept Public Hlth-Lit, Fam, Voc	380,000	18,732	398,732	88.75%	
Criminal Justice	\$0	\$352,000	\$352,000	5.98%	
Public Defenders Office	0	100,000	100,000		
Trial Courts	0	100,000	100,000		
Adult Probation Dept	0	152,000	152,000		
Grand Total:	\$5,945,563	\$725,813	\$6,671,376	100.00%	

City and County of San Francisco



Department of Public Health
Community Substance Abuse Services
1380 Howard Street, 4th Floor
San Francisco, CA 94103
(415) 255-3500

May 17, 2001

Maureen Singleton
Budget Analyst's Office
San Francisco Board of Supervisors
1390 Market Street, Suite 1025
San Francisco, CA 94102

Re. 01-0923 County Plan for SACPA

Ms. Singleton,

In answer to your request, we have prepared the following summary of the process to select community based substance abuse treatment agencies to begin treatment services for SACPA defendants as of July 1, 2001.

After analyzing the requirements of the SACPA, CSAS projected a SACPA client profile, including numbers of clients to be served, age, gender, language, ethnicity, custodial children, severity of addiction and housing status. From that projection, CSAS built a matrix of required services, including modality, location, accessibility, and cultural competence. The matrix was then scaled down to meet the projected initial client flow during the first six months of actual operation.

CSAS notified all current substance abuse service contractors of the intent to expand such services, and requested from each a letter of interest, specifying which services, if any, each agency was willing and able to expand for SACPA clients by July 1, 2001. After agency responses were received, analyzed, and checked against the State's list of licensed or certified providers, the proposals were matched as nearly as possible with the matrix of required services and characteristics. There were 22 program successful matches, representing the 15 community based agencies, listed below.

Asian American Recovery Services
Bayview Hunters Point Foundation
Horizons Unlimited
New Leaf
Jelani House
Haight Ashbury Free Clinics
Mission Council
The Iris Center
Morrisania West
Potrero Hill Neighborhood House
Walden House
Community Awareness and Treatment Services (CATS)
Ohlhoff Recovery Programs

Addiction Research and Treatment (BAART)
Westside Community Mental Health

CSAS allocated \$ 1.6 million among the selected programs and is currently negotiating contract modifications for July 1, 2001 expansion of services.

CSAS expects to complete two more rounds of service allocation during fiscal year 2001-02 for the following reasons:

- *Projected service needs for FY 2001-02 are two to three times as great as accounted for in the first allocation.
- *Actual client needs and client flow may differ from projections.
- *Several projected service needs were not successfully matched by an existing, qualifying contractor.
- *Several well regarded contractors were passed over due to a license or certification "pending" status, or because needed facility or staff changes could not be completed by July 1, 2001.

The next round of service allocations will address immediate unmet or emerging needs by further modifying contracts with existing contractors.

The final round, by competitive bid process, will address all remaining unmet needs, full service expansion, and long range capacity building.

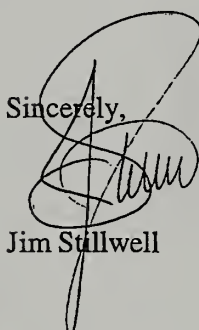
In all cases, funding for drug and alcohol treatment under SACPA is restricted to programs licensed or certified by the California Department of Drug and Alcohol Programs (DADP). In order to increase the number, quality and breadth of treatment programs available for SAPCA clients, both DADP and CSAS have already begun to provide information and technical assistance to any interested agency.

Comments:

1. Sole source funding and contract modification is limited to agencies which: a) have previously been awarded a CSAS substance abuse contract through competitive bid, b) are licensed or certified to provide drug and alcohol services by the California Department of Alcohol and Drug Programs..
2. CSAS contracts and modifications are executed only after receiving approval of the San Francisco Health Commission.

If you have additional questions, please call me at (415) 255-3717.

Sincerely,



Jim Stillwell

Memo to Public Health and Environment Committee
May 22, 2001 Public Health and Environment Committee Meeting

Item 3-File 01-0922

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to accept and expend a grant in the amount of \$62,687 from the State of California Department of Alcohol and Drug Programs for substance abuse treatment services for certain non-violent drug possession offenders as required by Proposition 36: Substance Abuse and Crime Prevention Act of 2000.

Grant Amount: \$54,705 (see Comment No. 1)

Grant Period: January 1, 2001 through June 30, 2006 (5.5 years see Comment No. 1)

Source of Funds: State of California, Department of Alcohol and Drug Programs

Description: In November of 2000, California voters approved Proposition 36, the Substance Abuse and Crime Prevention Act of 2000 (SACPA), which requires that certain non-violent drug possession offenders receive substance abuse treatment rather than incarceration. State law requires that San Francisco begin providing such services July 1, 2001. According to Mr. Jim Stillwell of DPH, the subject grant would fund 13.5 FTEs (see Budget section below and Attachment I) for approximately three weeks from June 9, 2001 through the end of the fiscal year, June 30, 2001. Mr. Stillwell advises that the subject grant would allow DPH to establish the client-service unit that would be charged with taking the cases from the Trial Courts of San Francisco, conducting an assessment of each individual offender's needs, placing them in a treatment program, creating a treatment plan, sending such a plan to the appropriate probation officials, tracking clients' progress, and reporting outcomes to the courts. If a client does not progress under the recommended treatment, the client-service unit would reassess the client, review the treatment plan and consider other options for that client. The subject grant would also fund a contract officer who would negotiate

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
May 22, 2001 Public Health and Environment Committee Meeting

contracts with an anticipated 15 non-profit, community-based treatment providers (see Comment No. 3). The subject grant would fund a health program coordinator to monitor DPH compliance with applicable State law and with the treatment-provider contracts. Additionally, the subject grant would fund a coordinator for the implementation of the treatment portion of the SACPA. Mr. Stillwell explains that the subject grant would also fund positions in the Adult Probation Department, the Trial Courts, and the Public Defender's Office who would also assist with preparing for the July 1, 2001 implementation of the SACPA.

Budget:

DPH Personnel

Salaries

8.5 FTEs

(see Attachment I for position details) \$27,150

Fringe Benefits for DPH Personnel (25%) 6,788

Subtotal-DPH Personnel \$33,938

Adult Probation Personnel

Salaries

2.0 FTEs 8144 Supervising Probation Officers

(\$2,145 biweekly X 2.0 X 1.5 pay periods) \$6,435

Fringe Benefits (29%) 1,866

Subtotal-Adult Probation Personnel \$8,301

Trial Courts Personnel

Salaries

1.0 FTE 430c Deputy Court Clerk

(\$2,347 biweekly X 1.5 pay periods) \$3,521

Fringe Benefits (22.7%) 799

Subtotal-Trial Courts Personnel \$4,320

Public Defender Personnel

Salaries

1.0 FTE 8446 Court Administrative Specialist I

(\$1,881 biweekly X 1.5 pay periods) \$2,822

1.0 FTE 8142 Public Defender's Investigator

(\$2,545 biweekly X 1.5 pay periods) 3,818

Fringe Benefits (22.7%) 1,506

Subtotal- Public Defender's Personnel \$8,146

Total

\$54,705

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
May 22, 2001 Public Health and Environment Committee Meeting

Mr. Stillwell advises that positions in the Adult Probation Department, Trial Courts, and Public Defender's Office would be funded through DPH work orders.

Required Match: None

Indirect Costs: None

Comments: 1. Mr. Stillwell advises that the State has allocated \$2,298,950 in the SACPA funds to San Francisco for FY 2000-2001. He explains that such funds are in the Substance Abuse and Crime Prevention Trust Fund, established by the City, as required by SACPA. Mr. Stillwell advises that on March 5, 2001, the Board of Supervisors approved the ordinance establishing this Trust Fund and designating DPH as the lead agency for the administration of the Fund. He further advises that after the Board of Supervisors approved the ordinance creating the Substance Abuse and Crime Prevention Trust Fund, the State allocated \$2,298,950 to San Francisco for FY 2000-2001. Mr. Stillwell advises that DPH had originally anticipated spending \$62,687 of these funds during the remainder of FY 2000-2001 (by June 30, 2001). However, Mr. Stillwell advises that DPH now anticipates spending only \$54,705 by the end of FY 2000-2001. Therefore, the proposed resolution should be amended to reduce the subject grant from \$62,687 to \$54,705, a reduction of \$7,982. Mr. Stillwell explains that the \$7,982 difference would remain in the Substance Abuse and Crime Prevention Trust Fund and could be carried forward to future fiscal years for re-appropriation at that time. The proposed resolution references the FY 2000-2001 \$2,298,950 allocation from the State and also references the original \$62,687 grant amount. Further, the proposed resolution states "the remaining \$2,236,263" (referring to the \$2,298,950 State allocation less the original subject grant amount of \$62,687) will be included in the FY 2001-2002 DPH budget request. While Mr. Stillwell advises that the \$2,236,263 will still be included the FY 2001-2002 DPH budget request, the reduced subject grant amount makes inaccurate the reference in

the subject resolution to "the remaining \$2,236,263" and thus should be amended to delete the phrase "the remaining."

Mr. Stillwell explains that the SACPA legislation requires the State to set aside \$120 million per year in a Trust Fund to be allocated among all the Counties in the State. He further explains that San Francisco will receive \$4,435,113 in Fiscal Year 2001-2002 and anticipates receiving the same amount in subsequent Fiscal Years through June 30, 2006. Mr. Stillwell advises that DPH will include \$6,671,376 (\$2,236,263 from FY 2000-2001 plus \$4,435,113 for FY 2001-2002) in its FY 2001-2002 budget request for the Board of Supervisors review during the annual budget process. He further advises that subsequent fiscal year budgets will also include such funding requests of an annual anticipated \$4,435,113 in State allocations through June 30, 2006. Additionally, he advises that the Board of Supervisors is being requested, in a separate action from the subject resolution, to approve the San Francisco SACPA plan (see Item 2 of the May 22, 2001 Public Health and Environment Committee Calendar).

2. Mr. Stillwell advises that while the SACPA legislation took effect January 1, 2001, DPH has not yet accepted or expended any of the subject grant funds. He further advises that no other funds have been spent on the SACPA.

3. Mr. Stillwell advises that the 15 initial contracts with non-profit, community-based treatment providers would be awarded on a sole-source basis. Mr. Stillwell explains that the DPH currently contracts out to 45 community-based organizations to provide substance abuse treatment programs on behalf of the DPH. Mr. Stillwell advises that DPH will initially modify existing substance abuse treatment contracts with 15 community-based agencies to provide treatment availability as of July 1, 2001. Such modifications are limited to agencies with existing contracts for State licensed or certified drug and alcohol treatment programs, as required by the SACPA. Mr. Stillwell advises that such initial funds will be awarded on a sole-source basis, as approved by the Health

Memo to Public Health and Environment Committee
May 22, 2001 Public Health and Environment Committee Meeting

Commission, to expedite the establishment of the program. Mr. Stillwell further advises that other existing contracts may be modified as additional agencies acquire the required State license or certificate on a sole source basis and any new contracts would be awarded on a competitive bid basis.

4. The proposed resolution urges the Controller to designate the positions funded under the subject grant as "G," or grant funded positions, which would terminate when the grant expires.

5. Attachment II is a copy of the Grant Information Form, as provided by DPH, which includes the Disability Access Checklist. Mr. Stillwell advises that the Grant Information Form should show the revised \$54,705 subject grant amount. Additionally, Mr. Stillwell advises that the FY 2001-2002 allocation shown in the Grant Information Form should be \$4,435,113.

Recommendations:

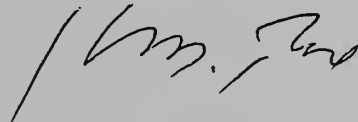
(1) In accordance with Comment No. 1, amend the proposed resolution as follows to reflect the revised subject grant amount of \$54,705:

(a) in the title on page 1, line 5, delete "\$62,687" and replace it with "\$54,705" so that the phrase reads *"to accept and expend a grant in the amount of \$54,705 from the State of California..."*

(b) on page 1, line 17, delete "\$62,687" and replace it with "\$54,705" so that the phrase reads *"to accept and expend \$54,705 for the current..."*

(c) on page 1, line 18, delete *"the remaining"* so that the phrase reads *"with \$2,236,263 to be appropriated..."*

(2) Approve the proposed resolution, as amended.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board

Controller
Stephen Kawa

BOARD OF SUPERVISORS
BUDGET ANALYST

FY 00/01 ALLOCATION ACCEPT AND EXPEND SPECIAL REVENUE 2S/CHS/GNC

Proposed Budget FY 00-01	Index Code	FTE	Obj	Subobject	2S/CHS/GNC	Position Description
-----------------------------	------------	-----	-----	-----------	------------	-------------------------

1.5 Pay periods

June 9 -30th

Expense

Permanent Salaries	HMHAPROP36	1.00	001	1426	\$2,523	Clerk
Permanent Salaries	HMHAPROP36	1.00	001	1823	\$3,998	Sr Admin Analyst
Permanent Salaries	HMHAPROP36	2.00	001	2586	\$5,022	Health Wkr II
Permanent Salaries	HMHAPROP36	1.00	001	2587	\$2,746	Health Wkr III
Permanent Salaries	HMHAPROP36	1.00	001	2588	\$3,210	Health Wkr IV
Permanent Salaries	HMHAPROP36	1.00	001	2591	\$3,593	Hlth Prog Coord II
Permanent Salaries	HMHAPROP36	1.00	001	2593	\$4,019	Hlth Prog Coord III
Permanent Salaries	HMHAPROP36	0.50	001	2803	\$2,039	Epidemiologist
Permanent Salaries	HMHAPROP36		013	Fringe=25%	\$6,788	
Subtotal Labor		8.50			\$33,938	

Adult Probation w/o	HMHAPROP36		081	081AP	\$8,301	
Superior Court w/o	HMHAPROP36		081	081SP	\$4,320	
Public Defender w/o	HMHAPROP36		081	081PD	\$8,146	
Subtotal Nonlabor					\$20,767	

Total Expense**\$54,705**

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Substance Abuse and Crime Prevention Act of 2000 (SACPA, Proposition 36)
2. Department: Public Health/Population Health & Prevention/Community Substance Abuse Service (CSAS)
3. Contact Person: Jim Stillwell Telephone: voice 255-3717, page 207-4517
4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: FY 00-01 \$62,687

6a. Matching Funds Required: \$ None

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: State of California, Dept of Alcohol and Drug Programs

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

The Substance Abuse and Crime Prevention Act of 2000 (SACPA, Proposition 36) requires certain non-violent drug possession offenders receive treatment rather than incarceration. The Department is required by California law and San Francisco Board of Supervisors resolution to receive and use the proposed funding to implement the SACPA, including the coordination with the Trial Courts, District Attorney, Public Defender, Adult Probation, and the Parole Authority. In addition the Department must provide for the assessment of defendants, assignment to treatment, as well as the substance abuse treatment itself. Implementation and use of funds is governed by California Code of Regulations, Title 9, Section 9500-9550.

The Fiscal Year 2000/2001 SACPA Proposition 36 allocation to San Francisco totals \$2,298,950. The Department of Public Health is requesting authorization to accept and expend \$62,687 for FY 00/01 to implement the infrastructure to begin services on July 1, 2001. The remaining FY 2000/2001 allocation of \$2,236,263 and the FY 2001/2002 allocation of \$4,435,133 will be appropriated by the Board of Supervisors in the Fiscal Year 2001/2002 budget.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date:

1/1/2001

End-Date:

6/30/2006

10. Number of new positions created and funded: 8.5

11. If new positions are created, explain the disposition of employees once the grant ends?

The SACPA has the potential to become a program permanently funded by the State of California. However, the current funding ends June 30, 2006, and if a replacement source of funding has not

been created by that time, positions will be ended, and the employees transferred into other positions through attrition.

12a. Amount budgeted for contractual services: None

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain): Direct Administrative Costs are included.

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: 
Norman Nickens, Director AA/EEO

Date Reviewed: 5-07-01

Department Approval: 
Mitchell Katz, M.D., Director of Public Health



= BOARD OF SUPERVISORS

City and County of San Francisco

Meeting Minutes

Public Health and Environment

Members: Supervisors Sophie Maxwell, Leland Y. Yee, Mark Leno

[All Committees]

Government Document Section

Main Library

Clerk: Deborah Muccino

Tuesday, June 12, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

DOCUMENTS DEPT.

MEETING CONVENED

JUN 15 2001

The meeting convened at 10:04 a.m.

SAN FRANCISCO
PUBLIC LIBRARY

010917 [Grant funds from the California Endowment]

Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention and Community Health Network, to accept and expend a grant in the amount of \$399,386 from the California Endowment for the period of February 15, 2001 to February 14, 2004, and to enter into an agreement for the use of these funds. (Public Health Department)

5/15/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speaker: Maureen Singleton, Budget Analyst's Office.

6/12/01 Amend the title on page one, line four, after "accept" insert "retroactively". On page two, line one, after "accept" insert "retroactively".

AMENDED.

Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention and Community Health Network, to accept retroactively and expend a grant in the amount of \$399,386 from the California Endowment for the period of February 15, 2001 to February 14, 2004, and to enter into an agreement for the use of these funds. (Public Health Department)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

010489 [Name Change]

Supervisor Leno

Ordinance amending the San Francisco Health Code by amending Section 41.1 to change the name of the Commission of Animal Control and Welfare to Commission of Animal Welfare and amending Section 41.3 to replace obsolete references to "Chief Administrative Officer" with "City Administrator."

Supervisor Yee dissenting in committee.

3/19/01, ASSIGNED UNDER 30 DAY RULE to Public Health and Environment Committee, expires on 4/18/2001.

Heard in committee. Speakers: Frederick Hobson, Animal Control and Welfare Commission; Richard Schulke; Anita Carswell; June Wilson; Cheryl Bentley; Bud Wilson; Eric Mills; Marco Torres.

RECOMMENDED by the following vote:

Ayes: 2 - Maxwell, Leno

Noes: 1 - Yee

010945 [Medical Marijuana Research Study]**Supervisor Gonzalez**

Resolution urging the San Francisco Department of Public Health to establish a research study of medical marijuana and to establish formal procedures for the cannabis buyers clubs of San Francisco to apply to become participants in the research study.

5/21/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Herminia Palacio, Department of Public Health; Harvey Feldman; Wayne Justmann; Michelle Aldrich; Frederick Hobson; Father Nazarin.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 10:52 a.m.

SF
90.80
43
6/12/01

CITY AND COUNTY



OF S.

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

BOARD OF SUPERVISORS DOCUMENTS DEPT.

BUDGET ANALYST

JUN 12 2001

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

SAN FRANCISCO
PUBLIC LIBRARY

June 7, 2001

TO: Public Health & Environment Committee

FROM: Budget Analyst

SUBJECT: June 12, 2001 Public Health & Environment Committee Meeting

Item 1- File 01-0917

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention and Community Health Network, to accept and expend a grant in the amount of \$399,386 from The California Endowment for the period of February 15, 2001 to February 14, 2004 and to enter into an agreement for the use of these funds.

Grant Amount: \$399,386

Grant Period: February 15, 2001 through February 14, 2004 (three years)

Source of Funds: The California Endowment, a private health care foundation

Matching Funds: None required

BOARD OF SUPERVISORS
BUDGET ANALYST

Indirect Costs: The inclusion of indirect costs is prohibited by the granting agency.

Budget: The subject grant would fund 1.5 new FTEs in the first year and would continue to fund those same positions for the remainder of the three-year grant period. A detailed breakdown of the funding for these positions is shown in Attachment II, provided by DPH.

Description: Dr. Melissa Welch of DPH advises that the subject grant will fund the replication of a successful pilot program that integrates primary care and mental health services. Dr. Welch explains that historically, clients have received primary care through community-based clinics and mental health services through mental health managed care. Through a pilot program, a DPH facility located at 1301 Pierce Street, the Maxine Hall Health Center, attempted to integrate the provision of primary care and mental health services in one location. Based on the success of this pilot, the subject grant will fund such an integration at two other DPH clinics: (1) Chinatown Public Health Center located at 1490 Mason Street and (2) Southeast Health Center located at 2401 Keith Street. DPH anticipates that over the three-year grant period, the subject grant will fund care for an estimated 250 to 350 clients.

Comments: 1. As indicated above, the grant period is from February 15, 2001 through February 14, 2004. Dr. Welch advises that DPH has already accepted the subject funds but that none of the subject funds have been expended yet. The proposed resolution does not provide for retroactive acceptance. Therefore, the proposed resolution should be amended to reflect this retroactive acceptance of the subject funds.

2. Dr. Welch advises that Attachment I, the Grant Information Form, should reflect 1.5 FTEs as new positions. She further advises that the budget categories in Attachment II, provided by DPH, are as follows: (a) the Proposed Project Budget shows the grant funds plus in-kind contributions by DPH of \$799,455 (\$1,198,841 shown in Attachment II in the total column for Proposed Project

Memo to Public Health and Environment Committee
June 12, 2001 Meeting of Public Health and Environment Committee

Budget less the subject grant of \$399,386), (b) the Proposed Request reflects the amount DPH requested from the California Endowment and (c) the Approved Program Budget reflects the subject grant that was approved, and is the subject of the proposed resolution.

3. Dr. Welch advises that of the proposed 1.5 new FTEs, the 0.5 FTE 1822 Project Coordinator/Planner will be filled by hiring a new employee. The 0.5 FTE 2932 Senior Psychiatrist Social Worker and 0.5 FTE 2232 Psychiatrist will either be filled by hiring a new employee or adding more hours for an existing employee.

4. The proposed resolution stipulates that the Controller is directed to code the new positions "G," or grant funded.

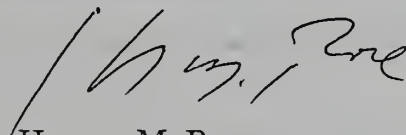
Recommendations:

(1) In accordance with Comment No. 1, amend the proposed resolution as follows:

(a) on page 1, line 4 in the title, insert "retroactively" after "accept" so that the phrase reads "to accept retroactively and expend a grant..."

(b) on page 2, in the first "FURTHER RESOLVED" clause, insert "retroactively" after "accept" so that the phrase reads "to accept retroactively and expend the grant funds..."

(2) Approve the proposed resolution, as amended.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Stephen Kawa

BOARD OF SUPERVISORS
BUDGET ANALYST

File Number: 01-09117
(Provided by Clerk of Board of Supervisors)

ATTACHMENT I

Grant Information Form
(Effective January 2000)

Page 1 of 2

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Integrated Behavioral and Public Health Care in Community-based Public Health Clinics
2. Department: Public Health
3. Contact Person: Melissa Welch, M.D. Telephone: 206-7810
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$399,386
- 6a. Matching Funds Required: Not required; see budget for in-kind contributions
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: The California Endowment
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: The proposed new grant will fund expansion and replication of a successfully piloted, integrated community-based treatment approach for primary care patients who suffer from mental, physical and substance abuse disorders.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 2/15/01 End-Date: 2/14/04
10. Number of new positions created and funded: 0.5 FTE
11. If new positions are created, explain the disposition of employees once the grant ends? : The goal over the three year period includes sustaining new staff by offsetting salary with revenue generated by increased client enrollment in entitlement programs.
- 12a. Amount budgeted for contractual services: None
b. Will contractual services be put out to bid? : N/A
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : N/A

d. Is this likely to be a one-time or ongoing request for contracting out? : N/A

Page 2 of 2

13a. Does the budget include indirect costs?

☐ Yes

☒ No

b1. If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: None

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

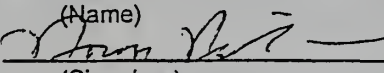
☐ New Program(s) or Service(s)

☐ New Site(s)

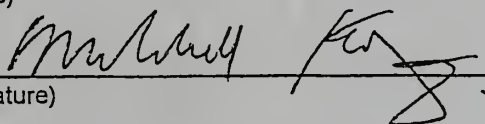
☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Norman Nickens Deputy Director
(Name) (Title)

(Signature)

Date Reviewed: 3/22/01

Department Approval: Mitch Katz, M.D. Director of Health
(Name) (Title)

(Signature)

Mental Health RFP
San Francisco Department of Public Health - File #20001662

	Proposed Project Budget				Proposed Request				Approved Program Budget			
	Year 1	Year 2	Year 3	Total	Year 1	Year 2	Year 3	Total	Year 1	Year 2	Year 3	Total
Personnel												
Project Coordinator/Planner (.5 FTE)	\$22,040	\$29,512	\$30,371	\$81,923	\$23,142	\$29,512	\$30,371	\$83,025	\$23,142	\$29,512	\$30,371	\$83,025
Psychiatrist (.95 FTE)	\$67,006	\$119,605	\$122,782	\$309,403	\$30,128	\$64,547	\$66,427	\$161,102	\$30,128	\$64,547	\$66,427	\$161,102
Clinical Psychologist (.5 FTE)	\$37,284	\$38,403	\$39,521	\$115,208	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sr. Psychiatric Social Worker (.5 FTE)	\$16,181	\$55,467	\$57,082	\$128,730	\$16,181	\$34,667	\$35,676	\$86,524	\$16,181	\$34,667	\$21,676	\$72,524
LCSSW (.3 FTE)	\$20,194	\$20,800	\$21,406	\$62,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Medical Director (.1 FTE)	\$15,678	\$16,148	\$16,619	\$48,445	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Primary Care Physicians (.3 FTE)	\$15,615	\$33,454	\$34,428	\$83,497	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Medical Social Worker (.5 FTE)	\$15,488	\$33,180	\$34,147	\$82,815	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Medi-Cal Eligibility Worker (.3 FTE)	\$6,968	\$14,927	\$15,362	\$37,257	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bilingual Pay/PM Differential	\$2,080	\$2,080	\$2,080	\$6,240	\$2,080	\$2,080	\$2,080	\$6,240	\$2,080	\$2,080	\$2,080	\$6,240
Fringe Benefits at 24%	\$51,949	\$86,759	\$89,215	\$227,923	\$16,668	\$30,894	\$31,794	\$79,356	\$16,668	\$30,894	\$28,933	\$76,495
Total Personnel	\$270,483	\$450,335	\$463,023	\$1,183,841	\$88,199	\$161,700	\$166,348	\$416,247	\$88,199	\$161,700	\$149,487	\$399,386
Non-Personnel												
Operating Costs												
Data Analysis/IS Consultant	\$5,000	\$2,500	\$2,000	\$9,500	\$5,000	\$2,500	\$2,000	\$9,500	\$0	\$0	\$0	\$0
Training Event Costs	\$3,500	\$1,500	\$500	\$5,500	\$3,500	\$1,500	\$500	\$5,500	\$0	\$0	\$0	\$0
Total Non-Personnel	\$8,500	\$4,000	\$2,500	\$15,000	\$8,500	\$4,000	\$2,500	\$15,000	\$0	\$0	\$0	\$0
Grand Total	\$278,983	\$454,335	\$465,523	\$1,198,841	\$96,699	\$165,700	\$168,848	\$431,247	\$88,199	\$161,700	\$149,487	\$399,386
% Personnel	97%	99%	99%	99%	91%	97%	99%	97%	100%	100%	100%	100%
% Non-Personnel	3%	1%	1%	1%	9%	3%	1%	3%	0%	0%	0%	0%

NOTE: This budget is essentially correct. In the "Proposed Project Budget" column, 0.45 FTE of the total 0.95 FTE FTE Psychiatrist item is "in kind contributions" that are already funded in the base budget in primary care. The remaining 0.5 FTE of this position is what was requested (as noted in the "Proposed Request" column) and is the third "new 0.5 FTE". This 0.5 FTE may be a new hire OR it may be additional hours added to an existing half-time provider (either way, it is the 0.5 FTE that is new).

Accordingly, the 1.5 FTE new positions funded by this grant is summarized as follows: 1) the Project Coordinator/Planner (0.5 FTE), 2) the Sr. Psychiatric Social Worker (0.5 FTE) and 3) the above noted 0.5 FTE Psychiatrist.



City and County of San Francisco

Meeting Minutes

Public Health and Environment Committee

Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

Clerk: Deborah Muccino

[All Committees]

Government Document Section
Main Library

Tuesday, June 26, 2001

10:00 AM

City Hall, Legislative Chambers

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Gavin Newsom.

Members Absent: Mark Leno.

Meeting Convened

The meeting convened at 10:07 a.m. Board President Ammiano appointed Supervisor Newsom to serve on the Public Health and Environment Committee for today's meeting only.

011082 [Grant funds to Arts Commission for Endangered Garden Sunnydale Pump Station]

Resolution authorizing the Director of the Arts Commission to accept and expend up to \$15,000 in federal funds granted through the San Francisco Urban Resources Partnership which is administrated through the Natural Resources Conservation Service, the forest service of the United States Department of Agriculture and the Environment Protection Agency, for the restoration of the Endangered Garden Public Art Project at the Sunnydale Pump Station. (Arts Commission)

6/5/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speaker: Susan Grey, Arts Commission.

RECOMMENDED.. by the following vote:

Ayes: 2 - Maxwell, Yee

Absent: 2 - Leno, Newsom

DOCUMENTS DEPT.

JUN 28 2001

SAN FRANCISCO
PUBLIC LIBRARY

010142 [Charity Care Policy Reporting and Notice Requirement]

Supervisors Maxwell, Ammiano

Draft Ordinance amending the San Francisco Health Code by adding Sections 129-136 to authorize the Department of Public Health to require hospitals to report on amount of charity care provided and requiring patient notification of policies on charity care.

1/22/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

6/25/01, SUBSTITUTED. Supervisor Maxwell submitted a substitute ordinance approved as to form.

6/25/01, ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Mitch Katz, Department of Public Health; Michael Keys, Attorney, Bay Area Legal Aid; Fred Seavey, Service Employees International Union Local 250; Nora Roman, Emergency Coalition to Save Public Health; Leslie Bennet, Attorney, Consumer's Union; Eric Moore; Ron Smith, Hospital Council.

Substitute legislation introduced at Board and approved as to form.

6/26/01 Amend page 3, line 21, after "within" delete "30 days of the end of the prior calendar year" and insert "120 days after the end of each hospital's fiscal year". On page 5, line 3, delete "and enforce".

AMENDED.

Ordinance amending the San Francisco Health Code by adding Sections 129-137 to authorize the Department of Public Health to require hospitals to report on policies and amount of charity care provided and requiring patient notification of policies on charity care.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 2 - Maxwell, Yee

Absent: 2 - Leno, Newsom

011036 [Paramedic Programs]

Supervisor Newsom

Hearing for an update on the following programs: (1) Rapid Paramedic Response System (2) One on One Paramedic Program.

5/29/01, RECEIVED AND ASSIGNED to Neighborhood Services and Parks Committee.

6/20/01, TRANSFERRED to Public Health and Environment Committee.

Heard in committee. Speakers: Supervisor Gavin Newsom; Dr. John Brown, Director, Department of Public Health, Emergency Medical Section; Dr Marshall Issacs, Medical Director, Fire Department; Chief Shortal, Fire Department, EMS Chief; Chief Russ McCallion, EMS Operations Chief, Fire Department; Da'Rand Shariah; Dr. Paul Quick; Josie Mooney; Nora Roman; Irene Ager; Anna Herlitz; Jeanie Duncan; Lynn Benson; Nancy Allen; Mark Hayes; Lorrie Beth Slonsky; Brie Matthews; Paulino Novo; Glen Kircher; Norm Rooker; Dave Spencer; Vicki Rooker; Cari Pouchnik; Frank Kelly; Jon Meade; Larry Bradshaw; Mike Tragesser; Benjamin Franks; John Hanley; Nicholas Hall; Arthur Davis; Bill Lafferty; Steve Lynch; Srinika Narayan; Larry Bradshaw; Anthony Sacco; Female Speaker; Erika Lockhart; David Amituani.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Newsom

Absent: 2 - Yee, Leno

ADJOURNMENT

The meeting adjourned at 2:06 p.m.



Meeting Minutes

[All Committees]

Public Health and Environment C

Government Document Section
Main Library

Members: Supervisors Sophie Maxwell, Leland Yee

Clerk: Deborah Muccino

Tuesday, July 10, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED

The meeting convened at 10:06 a.m.

011095 [State grant funds to DPH from Health and Human Services Agency, Dept of Drug and Alcohol Programs]

Supervisors Leno, Newsom

Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to accept and expend a grant in the amount of \$221,532 from the California Health and Human Services Agency, Department of Drug and Alcohol Programs, for the period of December 29, 2000 to December 28, 2001, and to enter into an agreement for the use of these funds. (Public Health Department)

6/12/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Jim Stillwell, Department of Public Health.

Supervisor Maxwell requested to be added as a co-sponsor.

7/10/01 Amend the title on page 1, line 4, after "accept" insert "retroactively". On page 2, in the first further resolved clause, after "accept" insert "retroactively".

AMENDED.

Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to accept retroactively and expend a grant in the amount of \$221,532 from the California Health and Human Services Agency, Department of Drug and Alcohol Programs, for the period of December 29, 2000 to December 28, 2001, and to enter into an agreement for the use of these funds. (Public Health Department)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

DOCUMENTS DEPT.

JUL 12 2001

SAN FRANCISCO
PUBLIC LIBRARY

011096 [Private grant funds to DPH for substance abuse services.]**Supervisors Leno, Maxwell**

Resolution authorizing the San Francisco Department of Public Health, Community Substance Abuse Services, to accept and expend a grant in the amount of \$60,000 from Join Together for the period of April 9, 2001 to April 8, 2002, and to enter into an agreement for the use of these funds. (Public Health Department)

6/4/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Jim Stillwell, Department of Public Health.

Supervisor Maxwell requested to be added as a co-sponsor.

7/10/01 Amend the title on page 1, line 5, to delete "April 9, 2001 to April 8, 2002" and insert "one year". On page 1, line 6, after "funds" add "placing \$60,000 on reserve." On page 2, add a final "Further Resolved" clause: "That funds in the amount of \$60,000 are hereby placed on reserve pending the submission of a program plan and budget details to be released by the Public Health and Environment Committee."

AMENDED.

Resolution authorizing the San Francisco Department of Public Health, Community Substance Abuse Services, to accept and expend a grant in the amount of \$60,000 from Join Together for the period of one year, and to enter into an agreement for the use of these funds; placing \$60,000 on reserve. (Public Health Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011189 [State grant for Community Asthma Intervention Project]**Supervisors Leno, Maxwell**

Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to accept and expend a grant in the amount of \$435,000 from the California Department of Health Services, for the period March 1, 2001 to June 30, 2002. (Public Health Department)

6/20/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the June 26, 2001 meeting.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Karen Cohen, Department of Public Health.

Supervisor Maxwell requested to be added as a co-sponsor.

7/10/01 Amend page 1, lines 4 and 16, before "expend" insert "retroactively".

AMENDED.

Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to accept and retroactively expend a grant in the amount of \$435,000 from the California Department of Health Services, for the period March 1, 2001 to June 30, 2002. (Public Health Department)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011197 [Grant Amendment, State Water Resources Control Board]

Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to enter into an amended agreement with the State Water Resources Control Board reducing the original grant amount of \$516,500 to \$452,635 and providing indirect costs in the amended amount of \$54,502 for the period of July 1, 2000 through June 30, 2001. (Public Health Department)

6/22/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the July 10, 2001 meeting.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Lucille Burlew Lawlor, Department of Public Health; Albert Lee, Oversight Program, Department of Public Health.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 10:41 a.m.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

July 5, 2001

TO: Public Health & Environment Committee

FROM: Budget Analyst

SUBJECT: July 10, 2001 Public Health & Environment Committee Meeting

Item 1 - File 01-1095

Department: Department of Public Health, Population Health and Prevention

Item: Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to accept and expend a grant in the amount of \$221,532 from the California Health and Human Services Agency, Department of Drug and Alcohol Programs, for the period of December 29, 2000 to December 28, 2001, and to enter into an agreement for the use of these funds.

Amount: \$221,532

Grant Period: December 29, 2000 through December 28, 2001.

Source of Funds: California Health and Human Services Agency, Department of Drug and Alcohol Programs

Required Match: \$22,153 (10 percent) is required, but additional funds have been provided (see Comment No. 2).

Indirect Costs: \$0

Description:

The proposed resolution would authorize the Department of Public Health (DPH), Population Health and Prevention, to accept and expend a \$221,532 grant from the State Health and Human Services Agency. It would also authorize DPH to enter into an agreement with the California Health and Human Services Agency retroactive to December 29, 2000 for the use of these funds.

The subject grant would fund enhancement and expansion of services of the San Francisco County Juvenile Drug Court Program, Youth Treatment and Education division, which is part of the Superior Court Comprehensive Drug Court Implementation Program. The Youth Treatment and Education program offers drug counseling, family counseling and case management services for juveniles who have been charged with drug violations. According to Mr. Duane Einhorn of DPH, the subject grant will fund expansion of existing services, with the goal of serving approximately 200 participants.

The Drug Court Program includes three main components. First, the program will provide intensive day treatment, including judicial supervision, drug treatment, and educational services, for 12 youth and their families. Second, it will treat up to 96 youth per year in a juvenile drug diversion program, which includes weekly group education sessions, family support and service information, and referrals to social service resources. Finally, the program provides a counselor-enhanced classroom program, which provides behavioral counseling for day treatment clients.

Memo to Public Health and Environment Committee
July 10, 2001 Public Health and Environment Committee Meeting

Budget: The subject grant would allocate \$221,532 to Walden House, Inc., a non-profit organization that specializes in treatment of alcohol and drug problems (see Comment No. 3). Walden House would budget the funds as follows:

Salaries (including fringe benefits):

1.0 FTE Administrative Director	\$50,096	
1.0 FTE Primary Counselor 1 A.F.	43,480	
1.0 FTE Primary Counselor 2 L.C.	43,480	
1.0 FTE School Counselor	43,480	
1.0 FTE Drug Diversion Counselor	<u>21,917</u>	
Subtotal Salaries		202,453

Additional Costs:

Supervision/Training	11,700	
Transportation	<u>7,379</u>	
Subtotal Additional Costs		19,079

TOTAL PROJECTED COST: \$221,532

Comment: 1. As noted above, the grant period is from December 29, 2000 through December 28, 2001. The Department did not have official confirmation that it had received the grant until March 2, according to Mr. Einhorn, so the resolution to accept the funds was delayed. Mr. Einhorn notes that the Department has already entered into a contract with the State Health and Human Services Agency to accept the subject funds. Thus, the proposed resolution should provide for retroactive acceptance of the subject grant.

Mr. Einhorn advises that no grant funds have been expended to date. The start date of expenditures is approximately September 15, 2001.

Though the grant period is only for a one-year period, through December 29, 2001, Mr. Einhorn advises that he expects DPH to receive the grant annually for a three year period, through December 28, 2004.

2. Required matching funds of \$22,153, plus additional in-kind services and grant funds of \$237,405, totaling \$259,558 will be provided by the Trial Courts (\$76,505),

BOARD OF SUPERVISORS
BUDGET ANALYST

Juvenile Probation (\$104,333), Public Defender (\$56,740), and District Attorney (\$21,980).

3. Mr. Einhorn advises that DPH will modify an existing contract with Walden House, Inc. to provide counseling and case management services for the Juvenile Drug Court Program.

- Recommendation:**
- (1) In accordance with Comment No. 1, amend the proposed resolution as follows:
 - (a) on page 1, line 4 in the title, insert "*retroactively*" after "*to accept*" so that the phrase reads "*to accept retroactively and expend*".....
 - (b) on page 2, line 4, insert "*retroactively*" after "*to accept*" so that the phrase reads "*to accept retroactively and expend.*"
 - (2) Approve the proposed resolution, as amended.

Memo to Public Health and Environment Committee
July 10, 2001 Public Health and Environment Committee Meeting

Item 2 – File 01-1096

Department: Department of the Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health, Community Substance Abuse Services, to accept and expend a grant in the amount of \$60,000 from Join Together for the period of April 9, 2001 to April 8, 2002, and enter into an agreement for the use of these funds.

Source of Funds: Join Together Organization, a project of the Boston University School of Public Health.

Grant Amount: \$60,000

Grant Period: April 9, 2001 through April 8, 2002 (one year) (See Comment 1).

Required Match: None.

Indirect Costs: Join Together prohibits the inclusion of indirect costs in the grant budget.

Description: The proposed resolution would authorize DPH to accept and expend the subject grant in the amount of \$60,000 to implement a social marketing campaign to increase community support for substance abuse treatment centers in San Francisco. Ms. Kirsten Melbye from DPH states that the passage of Proposition 36, the Substance Abuse and Crime Prevention Act of 2000 on November 7, 2000, which requires probation and drug treatment in lieu of incarceration, for conviction of possession, use, transportation for personal use, or being under the influence of a controlled substance, and related parole violations, would require the establishment and expansion of substance abuse treatment centers in San Francisco.

Ms. Melbye advises that the establishment and expansion of substance abuse centers within various San Francisco neighborhoods has previously met with resistance. The purpose of the proposed social marketing campaign is to

Memo to Public Health and Environment Committee
July 10, 2001 Public Health and Environment Committee Meeting

increase community support for substance abuse treatment centers throughout San Francisco.

Ms. Melbye advises that DPH will select an outside contractor to conduct the social marketing campaign through a Request for Qualifications (RFQ) process after the subject grant has been approved by the Board of Supervisors.

Comments:

1. According to Ms. Melbye, although the subject resolution states that the grant period is from April 9, 2001 through April 8, 2002, the DPH has neither accepted nor received any grant monies. Ms. Melbye advises that DPH cannot enter into a contract with Join Together until the Department has Board of Supervisors and Mayoral approval. Therefore, Ms. Melbye advises that the grant period would actually begin after DPH receives approval from the Board of Supervisors. Ms. Melbye further advises that although the actual grant dates are changing, the grant period will still be for one year. The anticipated grant period would be August 1, 2001 to July 31, 2002. Therefore, the Budget Analyst recommends that page one, lines five and six of the subject resolution be amended to replace the phrase, "April 9, 2001 to April 8, 2002," with "...for the period of one year."

2. Because DPH has not selected an outside contractor to conduct the social marketing campaign, they do not have cost details, such as hours and hourly rates, for the subject grant funds in the amount of \$60,000. As noted above, DPH will begin the RFQ process after the subject grant has been approved. Ms. Melbye further advises that cost and project details would be available upon selection of the contractor. Therefore, the Budget Analyst recommends reserving \$60,000 pending submission of a program plan and budget details to the Board of Supervisors.

3. The Attachment is the Department of the Public Health's Grant Application Information Form, which includes the Disability Access Checklist. The Grant Application Information Form incorrectly states that the subject grant period is from April 9, 2001 to April 8, 2002.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
July 10, 2001 Public Health and Environment Committee Meeting

The subject grant period will be for one year and is anticipated to be from August 1, 2001 to July 31, 2002.

- Recommendations:**
1. Amend page one, lines five and six of the proposed resolution to correct the grant period dates by replacing the phrase "April 9, 2001 to April 8, 2002" with "one year," in accordance with Comment 1 above.
 2. Reserve \$60,000 as noted in Comment 2 above.
 3. Approve the proposed resolution, as amended.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Demand Treatment City Partner
2. Department: Public Health, Community Substance Abuse Services
3. Contact Person: Kirsten Melbye, MHS Telephone: 255-3587
4. Grant Approval Status (check one):

☒ Approved by funding agency☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$60,000 for one year
- 6a. Matching Funds Required: \$0
- b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: Join Together Organization
- b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: This grant will be used to implement a social marketing campaign to increase community support for substance abuse treatment in San Francisco. The project will ultimately help in the implementation on Proposition 36 by allowing the expansion of treatment programs in the city. The grant period is from April 9, 2001, to April 8, 2002. The Principle Investigator is Alice Gleghorn, PhD, Director of Research Epidemiology and Grants at Community Substance Abuse Services.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: April 9, 2001End-Date: April 8, 2002 (1 year)
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: \$60,000.00
- b. Will contractual services be put out to bid? : Yes.
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : Yes, dependent on the RFQ process.
- d. Is this likely to be a one-time or ongoing request for contracting out?: One-time over the 1-year period.

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☐ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

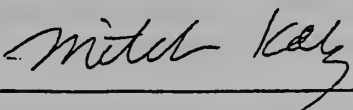
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Norman Nickens Deputy Director
(Name) (Title)

Date Reviewed: 5/16/01 
(Signature)

Department Approval: Mitch Katz, M.D. Director of Health
(Name) (Title)


(Signature)

Memo to Public Health and the Environment Committee
July 12, 2001 Public Health and the Environment Committee Meeting

Item 3 – File 01-1189

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to accept and expend a grant in the amount of \$435,000 from the California Department of Health Services for the period of March 1, 2001 to June 30, 2002.

Grant Amount: \$435,000

Grant Period: March 1, 2001 through June 30, 2002 (16 months)

Source of Funds: California Department of Health Services

Description: The proposed resolution would authorize DPH to accept and expend a grant from the California Department of Health Services to fund the start-up of the Community Asthma Intervention Project, a collaboration of the San Francisco Department of Public Health (DPH), the Yes We Can Urban Asthma Partnership at San Francisco State University (YWC), and the American Lung Association of San Francisco/San Mateo Counties (ALA). The subject project would improve asthma management for low-income children through outreach and education, advocacy on children's health issues, improved coordination among service providers, and the establishment of higher standards of care.

Budget: A budget for the Community Asthma Intervention Project is as follows:

Memo to Public Health and the Environment Committee
 July 10, 2001 Public Health and the Environment Committee Meeting

DPH Services

Personnel (See Comment No. 2)	
0.15 FTE Project Director	\$16,931
0.20 FTE Asthma Team Coordinator	22,369
Fringe Benefits @ 25%	9,825
Other Costs	
Environmental Control Supplies	2,453
Travel and Per Diem (See Comment No. 6)	4,112
Participant Incentives/Child Care	2,000

Contractual Services

Harder + Company Community Research – Program Evaluation	25,000
American Lung Association	123,877
Yes We Can Urban Asthma Partnership at SFSU	<u>225,548</u>

Subtotal Direct Costs	\$432,115
Indirect Costs	<u>2,885</u>
TOTAL PROJECT COSTS	\$435,000

Required Match: None

Indirect Costs: \$2,885

Comments: 1. Although the subject grant has not yet been accepted, Mr. Joe Walseth of DPH advises that the Department has been expending funds on the subject project in anticipation of the grant's approval by the Board of Supervisors, with the expectation of reimbursement by grant funds for costs incurred.

Mr. Walseth reports that the granting agency, the California Department of Health Services, requires that DPH adhere to its 16-month project schedule, which began on March 1, 2001 and will expire on June 30, 2002. According to Mr. Walseth, delays in the initial stages of the project would have seriously compromised the overall project schedule. Mr. Walseth reports that project expenditures to date have been limited to work performed by existing DPH staff.

Because funds have already been expended on the subject project, the proposed resolution should be amended to provide for retroactive expenditure of the subject grant.

2. According to Mr. Walseth, no new positions would be created under the subject grant. The subject project would be run entirely by existing permanent DPH staff and contract personnel, as shown in the above budget. According to Mr. Walseth, the Department would seek other funding sources to continue the subject project upon expiration of the subject grant. However, Mr. Walseth advises that, even if additional funding were not secured, the two positions that are partially funded by the grant are not likely to terminate at the end of the grant period because the positions are permanent DPH positions which pre-date the subject grant.

3. According to Mr. Walseth, the American Lung Association of San Francisco/San Mateo Counties (ALA) was selected to manage the project's outreach and education activities based on the organization's extensive experience with community awareness campaigns, its expertise in asthma and other lung health policy issues, and its recent success in developing and implementing asthma education workshops.

4. Mr. Walseth reports that the Department selected the Yes We Can Urban Asthma Partnership at San Francisco State University (YWC) to handle the subject project's case management and health care delivery component because YWC developed and implemented a similar project for improved asthma management at San Francisco General Hospital Medical Center's pediatric clinic. According to Mr. Walseth, collaboration with YWC would allow the subject project to build on the YWC's existing service delivery model and enable better coordination with the community.

Memo to Public Health and the Environment Committee
July 10, 2001 Public Health and the Environment Committee Meeting

5. Mr. Walseth advises that DPH would contract for program evaluation services with Harder + Company Community Research, with which the Department has had prior contracts for similar services under other DPH projects.

6. As shown in the above budget, travel expenses for the subject project are estimated at \$4,112, which includes the travel costs associated with staff participation in two DHS clinical teaching conferences and the Project Director's attendance at two contractor meetings.

7. The Attachment is DPH's Grant Application Information Form for the proposed grant funds. DPH has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board.

Recommendation:

1. In accordance with Comment No. 1, amend the proposed resolution as follows:

- (a) on page 1, line 4 in the title, insert "*retroactively*" before "*expend*" so that the phrase reads "*to accept and retroactively expend*"
- (b) on page 1, line 16, insert "*retroactively*" before "*expend*" so that the phrase reads "*to accept and retroactively expend.*"

2. Approve the proposed resolution, as amended.

File Number: _____
(Provided by Clerk of Board of Supervisors)

ATTACHMENT
Page 1 of 2

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Removing Barriers to Effective Asthma Management for Infants, Toddlers, and Children up to 5 Years of Age
2. Department: San Francisco Department of Public Health, Population Health and Prevention, Children's Environmental Health Promotion Section
3. Contact Person: Karen Cohn Telephone: 554-8930, Extension 11
4. Grant Approval Status (check one):
☒ [x] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$435,000 approved
- 6a. Matching Funds Required: \$0.00
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: State Department of Health Services
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: This grant is a collaboration between the San Francisco Department of Public Health, the Yes We Can Urban Asthma Partnership based at SFSU, and the American Lung Association of SF/San Mateo Counties to improve the quality of asthma management for a target population of 200 low-income children under 5 years old diagnosed with asthma at two clinics, and to improve asthma awareness for 500 childcare providers and their clients citywide.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: March 1, 2001 End-Date: June 30, 2002
10. Number of new positions created and funded: 0, they are existing positions
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
- 12a. Amount budgeted for contractual services: \$374,425
b. Will contractual services be put out to bid? No, there will be three sole source contracts totaling \$374,425
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? One Time

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$2,885

b2. How was the amount calculated? 5% of total modified direct costs (\$57,690)

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☒ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

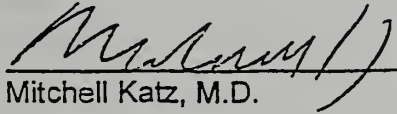
Comments:

Departmental or Mayor's Office of Disability Reviewer: 

Norman Nickens, Deputy Director

Date Reviewed: 6/8/01

Department Approval:



Mitchell Katz, M.D.

Director of Public Health

Memo to Public Health and Environment Committee
July 10, 2001 Public Health and Environment Committee Meeting

Item 4 – File 01-1197

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health, Population Health and Prevention, to enter into an amended agreement with the State Water Resources Control Board reducing the original grant amount by \$63,865, from \$516,500 to \$452,635 for the period of July 1, 2000 through June 30, 2001.

Amount: \$452,635

Grant Period: July 1, 2000 through June 30, 2001 (1 year)

Source of Funds: State Water Resources Control Board

Description: The proposed resolution would authorize DPH to enter into an amended agreement with the State Water Resources Control Board that would reduce the grant amount awarded to DPH by \$63,865, from \$516,500 to \$452,635.

The grant, which funds the City's Local Oversight Program pertaining to cleanup activities at leaking underground storage tanks, was originally approved by the Board of Supervisors in September of 2000 as part of a packet of 36 recurring State grants to DPH that were included in the Department's FY 2000-2001 annual budget submission (File 00-1601).

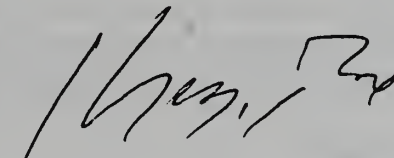
Budget: Changes to the project budget under the reduced grant amount are as follows:

Memo to Public Health and Environment Committee
July 10, 2001 Public Health and Environment Committee Meeting

	<u>Original Budget</u>	<u>Amended Budget</u>
<u>Personnel</u>		
Special Assistant XIII	\$80,959	\$28,991
Sr. Environmental Health Inspector*	118,845	126,768
Environmental Health Inspector	73,638	73,638
Senior Clerk Typist	43,113	43,113
Benefits @ 25% of Salaries	<u>79,139</u>	<u>68,128</u>
Subtotal Personnel Costs	\$395,694	\$340,638
<u>Non-Personnel Costs</u>		
Services & Supplies	\$50,895	\$50,895
Property Acquisition	6,600	6,600
Indirect Costs @ 16% of Personnel	<u>63,311</u>	<u>54,502</u>
Subtotal Non-Personnel Costs	\$120,806	\$111,997
TOTAL PROJECT COSTS	\$516,500	\$452,635

Comment: The attached memorandum from Mr. Albert Lee of DPH explains that the grant has been reduced to reflect a decrease in salary costs due to an unfilled position within the subject project.

Recommendation: Approve the proposed resolution.


Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Stephen Kawa

* The Senior Environmental Health Inspector position is at 1.5 FTE in the original budget and 1.6 FTE in the amended budget.



City and County of San Francisco
DEPARTMENT OF PUBLIC HEALTH

Attachment

Willie L. Brown, Jr., Mayor
Mitchell H. Katz, M.D.
Director of Health

OCCUPATIONAL & ENVIRONMENTAL HEALTH

Rajiv Bhatia, M.D.
Medical Director M.P.H

July 5, 2001

Koren Ishibashi
City and County of San Francisco
Budget Analyst Office
1390 Market Street, Suite 1025
San Francisco, California 94102

Subject: Local Oversight Program
Contract Budget Adjustment for Fiscal Year 2000-2001

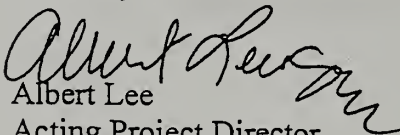
Dear Ms. Ishibashi;

The State Water Resources Control Board (SWRCB) requested that the Local Oversight Program (LOP) amend its contract agreement for fiscal year 2000-2001. The original contract agreement in the amount of \$516,500 will be reduced to \$452,635 (a reduction of \$63,865). This amount reflects the unexpended salary expense for the unfilled position of Project Director (1372) for the Local Oversight Program. Currently, we are in the process of hiring for this vacant position.

The amount of the contract is based on a budget. The City receives these grant funds from the State through reimbursement for services provided and related expenses.

A new contract agreement with the SWRCB will add back the salary for this unfilled position plus the "cost of living" increases. The contract amount that the LOP is requesting for FY 2001-2002 is \$539,242.

Sincerely,


Albert Lee
Acting Project Director
DPH-LOP

90.80
2
124/01



City and County of San Francisco

City Hall

Meeting Minutes

Public Health and Environment

Members: Supervisors Sophie Maxwell, Leland Ye

[All Committees]
Government Document Section
Main Library

Clerk: Deborah Muccino

Tuesday, July 24, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED

The meeting convened at 10:04 a.m.

010915 [Meningitis]

Supervisors Leno, Maxwell, McGoldrick

Hearing on ways to protect San Francisco's children and youth from meningitis.

5/14/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speaker: Dr. Thomas Aragon, Department of Public Health.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

DOCUMENTS DEPT.

JUL 25 2001

SAN FRANCISCO
PUBLIC LIBRARY

07-25-01A11:16 RCVD

010889 [2001 Homeless Continuum of Care Plan]

Supervisor Daly

Resolution endorsing and adopting the 2001 Homeless Continuum of Care Plan prepared by Local Homeless Coordinating Board.

5/14/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Supervisor Daly; Virginia Dario Elizondo, Deputy City Attorney; Bob Nelson; Co-Chair, Local Homeless Coordinating Board; Gene Coleman; Deputy Director, MOCD & Local Board Member; George Smith, Mayor's Office on Homelessness; Maggie Donahue, Department of Human Services; Joyce Miller, member, Local Board; Gail Gilman, Local Board; Female Speaker; Charlie Manumoto, Department of Public Health.

To Board on August 27, 2001.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 11:39 a.m.



City and County of San Francisco

Meeting Minutes

Public Health and Environment Committee

Members: *Supervisors Sophie Maxwell, Leland Yee and Mark Leno*Clerk: *Deborah Muccino*

Tuesday, August 14, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED*The meeting convened at 10:06 a.m.*

DOCUMENTS DEPT.

AUG 16 2001

SAN FRANCISCO
PUBLIC LIBRARY

011133 [State contract funds for substance abuse treatment]

Supervisor Leno

Resolution authorizing the San Francisco Department of Public Health, Community Substance Abuse Services (CSAS) to enter into a Combined Negotiated Net Amount and Drug Medi-Cal Agreement with the California State Department of Alcohol and Drug Programs (DADP) for the term of July 1, 2001, retroactively through June 30, 2005 in the fiscal year 2001-2002 amount of \$19,191,568 as a condition of receiving state funds and Drug Medi-Cal reimbursement for substance abuse treatment; holding the State Department of Alcohol and Drug Programs harmless from any and all claims and losses from the agreement; designating the Director of CSAS to sign the Agreement and to approve future amendments to the Agreement for amounts less than ten percent (10%) of the contracted amount. (Public Health Department)

8/1/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the August 14, 2001 meeting.

Heard in committee. Speakers: Maureen Singleton, Budget Analyst's Office; Phyllis Harding, Director of Community Substance Abuse Program; Male Speaker.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011440 [Contract funds for SFHIV Vaccine Clinical Trials Unit]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to enter into an agreement in the amount of \$754,360 with Public Health Foundation Enterprises Inc. (PHFE), the primary contractor, to fund the second year of the SFDPH portion for "San Francisco HIV Vaccine Clinical Trials", a unit of the HIV Vaccine Trials Network (HVTN); for the period of June 1, 2001 to May 31, 2002. (Public Health Department)

8/1/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Maureen Singleton; Bill Pick; Dr. Jonathan Fukes, Director of HIV Clinical Trials.

8/10/01 Amend the title on page 1, line 7, after "period" delete "of" and insert "retroactive from". On page 1, line 25, after "agreement" insert "retroactive from June 1, 2001 to May 31, 2002".

AMENDED.

Resolution authorizing the San Francisco Department of Public Health (SFPDH) to enter into an agreement in the amount of \$754,360 with Public Health Foundation Enterprises Inc. [PHFE], the primary contractor, to fund the second year of the SFPDH portion for "San Francisco HIV Vaccine Clinical Trials", a unit of the HIV Vaccine Trials Network (HVTN); for the period retroactive from June 1, 2001 to May 31, 2002. (Public Health Department)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011215 [Diesel Fuel]

Supervisor Maxwell

Hearing to discuss the City and County of San Francisco's use of diesel fuel, both stationary and mobile, and ways to reduce it.

6/25/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in committee. Speakers: Elaine Forbes, Legislative Analyst; Rick Ruvolo, Department of the Environment; Steve Hill, Bay Area Air Quality Management District; Walt Streeter, Muni; Peter Daly, Port of San Francisco; Ann Warren, S.F. Unified School District; Jocelyn Quintos, Department of Public Works; Female Speaker; Mike Handy, Department of Public Works; Jim Johnson, Department of Public Works; Ron Leon, Recreation and Parks Department; Larry Klein, Public Utilities Commission; Maurice Quillen, Norcal; Kevin Shen, President, Cummings West; Joe Boss; Linda Weiner; American Lung Association; John Holtzclow, Sierra Club; Jim Larsen, PG&E; Kevin McGahan, Our Children's Earth; Pam Jones, Diesel Technology Forum.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

ADJOURNMENT

The meeting adjourned at 12:33 p.m.

IMPORTANT INFORMATION

LEGISLATION UNDER THE 30-DAY RULE

(Not to be considered at this meeting)

There are no items currently pending under the 30 day rule

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

DOCUMENTS DEPT

August 14, 2001

AUG 14 2001

TO: Public Health & Environment Committee

FROM: Budget Analyst

SAN FRANCISCO
PUBLIC LIBRARY

SUBJECT: August 14, 2001 Public Health & Environment Committee Meeting

Item 1 – File 01-1133

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health, Community Substance Abuse Services (CSAS) to enter into a Combined Negotiated Net Amount and Drug Medi-Cal Agreement (Combined Agreement) with the California State Department of Alcohol and Drug Programs (DADP) for the three-year (plus optional one-year extension) term of July 1, 2001, retroactively through June 30, 2005 in the Fiscal Year 2001-2002 amount of \$19,191,568 as a condition of receiving State funds and Drug Medi-Cal reimbursement for substance abuse treatment for substance abuse treatment; holding the State Department of Alcohol and Drug Programs harmless from any and all claims and losses from the agreement; designating the Director of CSAS to sign the Agreement and to approve future amendments to the Agreement for amounts less than ten percent (10%) of the contracted amount.

Memo to Public Health and Environment Committee
August 14, 2001 Public Health and Environment Committee Meeting

Amount: \$19,191,568

Source of Funds: State of California, Department of Alcohol and Drug Programs (DADP)

Description: Under State law, San Francisco is reimbursed by the State DADP for the City's costs associated with providing various substance abuse services. In order to receive this reimbursement, which amounts to \$19,191,568 in State funds for FY 2001-2002, the City must enter into a Combined Net Negotiated Amount and Drug Medi-Cal Agreement with the State. This proposed resolution, which would authorize the Department of Public Health (DPH) to enter into the agreement with the State, is consistent with the funds approved in DPH's FY 2001-2002 budget.

The subject Agreement combines two agreements: (1) the Net Negotiated Amount Agreement, and (2) the Drug/Medi-Cal Agreement:

- Net Negotiated Amount Agreement: To reach this agreement, counties negotiate with the State to determine rates for different types of substance abuse services. These rates are then incorporated into an agreement between the State and the City for a total "net negotiated amount." Mr. Duane Einhorn of DPH advises that the net negotiated amount refers to the amount of State DADP funds and Federal block grant funds for substance abuse services to be provided by the State DADP to the City.
- Drug/Medi-Cal Agreement: The City is reimbursed by the State DADP for the actual cost of substance abuse services provided to Medi-Cal recipients.

Mr. Einhorn advises that DPH Community Substance Abuse Services currently contracts with 24 organizations (23 non-profit organizations and one private, for-profit organization) and has a Memorandum of Understanding with San Francisco General Hospital to provide alcohol and drug programs under the Combined Agreement.

Comment:

1. The Agreement has an effective date of July 1, 2001. Therefore, the proposed resolution provides for retroactive approval for DPH to enter into the Agreement.

2. The subject agreement includes a hold harmless clause which provides that the City will hold the State harmless from (1) any claims and losses resulting to contractors, subcontractors, individuals, firms, and corporations furnishing or supplying work, services, materials, or supplies in connection to the performance of this contract, and (2) any claims and losses resulting to any person, firm or corporation who may be injured or damaged in connection by the City's performance of this contract. According to Ms. Virginia Elizondo of the City Attorney's Office, this is a standard State hold harmless provision, and it is reasonable for the City to enter into this Agreement with this indemnity clause.

3. The Combined Agreement for FY 2001-2002 would result in payment by the State DADP of \$19,191,568, or \$11,187 less than the year-end Combined Agreement for FY 2000-2001 of \$19,202,755.

4. Mr. Einhorn advises that the Combined Agreement may require amendments if the amount may increase due to events such as increases in MediCal reimbursements or new State-funded initiatives that direct more funds to alcohol and drug programming. The proposed resolution would authorize the Director of CSAS to approve contract amendments totaling less than 10 percent of the contract amount, or up to \$1,919,157, without subsequent Board of Supervisors approval. However, CSAS would be required to obtain approval from the Board of Supervisors for supplemental appropriation requests to expend any increased revenue resulting from such amendments to the Combined Agreement with the State.

5. The Combined Agreement's contract period is three years, with an optional one-year extension. However, the subject resolution only authorizes acceptance of \$19,191,568 for FY 2001-2002. The Department must request Board of Supervisors approval for each subsequent year of the Agreement.

6. The Agreement stipulates that the contract must be approved by the Board of Supervisors by July 31, 2001. Mr. Einhorn advises that the State Department of Alcohol and Drug programs has given DPH an extension of this deadline until August 24, 2001 so that DPH would still receive the full contract amount of \$19,191,568 pending Board of Supervisors approval of this proposed resolution.

Recommendation: Approve the proposed resolution.

Memo to Public Health and Environment Committee
August 14, 2001 Public Health and Environment Committee Meeting

Item 2 – File 01-1440

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health (DPH) to enter into a subcontract in the amount of \$754,360 with Public Health Foundation Enterprises Inc. (PHFE), the primary contractor, to fund the second year of the DPH portion for "San Francisco HIV Vaccine Clinical Trials", a unit of the HIV Vaccine Trials Network (HVTN); for the period of June 1, 2001 to May 31, 2002.

**Subcontract Amount
Payable to DPH from
Public Health
Foundation**

Enterprises, Inc.: \$754,360

Subcontract Period: June 1, 2001 through May 31, 2002 (one year)
(see Comment No. 4)

Source of Funds: Public Health Foundation Enterprises, Inc. (PHFE)

Required Match: None

Indirect Costs: \$86,250 (16% of direct costs)

Description: The subject grant would fund the second year of DPH's portion of a five-year project studying the safety and effectiveness of potential HIV vaccines. DPH is conducting the study through the Department's HIV Vaccine Trials Unit, which according to Mr. Billy Pick of DPH, is part of a network formed by the National Institutes of Health to develop and test preventive HIV vaccines.

According to Mr. Pick, the Public Health Foundation Enterprises, Inc. (PHFE), a nonprofit organization that promotes good health practices through research and development, received a \$1,295,930 grant for FY 2001-2002 from the National Institute of Allergy and Infectious Diseases (NIAID) to conduct the HIV vaccine research project. Under the subject agreement, PHFE will subcontract with DPH in order for DPH to assist PHFE in

BOARD OF SUPERVISORS
BUDGET ANALYST

completing the work. The proposed resolution would authorize DPH to enter into this subcontract with the PHFE to provide HIV vaccine research services for PHFE.

The subject grant would fund Phases I, II, IIB, and III of the HIV vaccine trials. During the trial process, different test vaccines are put through increasingly stringent phases. According to Mr. Pick, Phase I involves (1) studying the side effects to ensure that a vaccine is safe, and (2) determining whether the vaccine can elicit a response from the dosage and vaccination schedule. Mr. Pick estimates that there would be 8-10 Phase I participants per trial. He advises that Phases II and IIB would take the most promising vaccines from Phase I and administer them to a larger group of people to collect additional data on possible side effects and the effects on the immune system. He estimates that there would be 15-30 Phase II and Phase IIB participants per trial. Mr. Pick further advises that Phase III would test the protective benefits of a vaccine in an estimated 500-700 persons per trial.

Memo to Public Health and Environment Committee
August 14, 2001 Public Health and Environment Committee Meeting

Budget: The budget for the subject grant is as follows:

DPH Salaries:	
0.30 FTE 2233 Sr. Physician Specialist	\$36,864
2.00 FTE 2230 Physician Specialists	197,160
0.50 FTE 2593 Health Program Coordinator III	34,961
0.50 FTE 1003 IS Operator Senior	24,012
1.00 FTE 2218 Physician Assistant	86,914
Step Increase (5%) (for the 2233 Sr. Phys. Specialist, 2230 Phys. Specialists, and 2218 Phys. Assistant)	16,047
COLA (3%) (for all personnel; includes Step increases)	11,878
Fringe benefits	<u>94,978</u>
Subtotal Salaries (4.3 FTEs)	\$502,814
Participant Stipends	<u>36,250</u>
Subtotal Direct Costs	\$539,064
Indirect Costs (16% of Direct Costs)	86,250
San Francisco General Hospital-Purchase Order (see Comment No. 2)	<u>129,046</u>
TOTAL COSTS	\$754,360

Comments:

1. The subject subcontract is for the five-year period from June 1, 2000 through May 31, 2005. \$754,360 is for the contract's second one-year period from June 1, 2001 through May 31, 2002. The subject subcontract does not specify an amount to be expended for the subsequent three-year period from June 1, 2002 through May 31, 2005.
2. The \$129,046 purchase order with San Francisco General Hospital (SFGH) is for SFGH to provide Clinical Laboratory Services.
3. As shown in the budget for the subject grant, 4.3 FTE positions would provide direct services to the project. According to Mr. Pick, these are existing DPH employees whose positions are funded by a collection of grants and are already coded "G" for grant-funded. Mr. Pick advises

BOARD OF SUPERVISORS
BUDGET ANALYST

that these positions would terminate when these grant funds expire.

4. According to Mr. Pick, DPH has already entered into an agreement to accept these grant funds, and has begun expending these funds. Mr. Pick advises that DPH is late in bringing the resolution before the Board of Supervisors because the Department was delayed in receiving the award. Therefore, the proposed resolution should request retroactive approval to June 1, 2001.

5. The Department's Grant Information Form is attached.

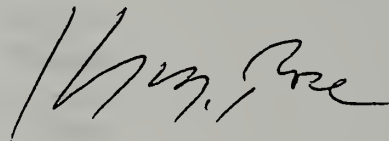
Recommendation:

1) In accordance with Comment No. 4, amend the proposed resolution as follows:

(a) on page 1, line 7 in the title, insert "*retroactive from*" after "*for the period,*" so that the phrase reads "*for the period retroactive from June 1, 2001, to May 31, 2002.*"....

(b) on page 1, line 25, insert "*retroactive from June 1, 2001 to May 31, 2002,*" after "*agreement,*" so that the phrase reads "*to enter into a subcontract agreement, retroactive from June 1, 2001 to May 31, 2002, in the amount...*"

2) Approve the proposed resolution, as amended.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Stephen Kawa

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: San Francisco HIV Vaccine Clinical Trials (HVTN)
2. Department: Dept. of Public Health,
Population Health and Prevention Division,
HIV Research Section
3. Contact Person: Billy Pick Telephone: 554-9048
4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$754,360

6a. Matching Funds Required: \$0.00

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: National Institutes of Health

b. Grant Pass-Through Agency (if applicable): Public Health Foundation Enterprises, Inc.

8. Proposed Grant Project Summary:

The San Francisco HIV Vaccine Trials Unit (SFHVTU) brings together leaders in the fields of virology, immunology, epidemiology, and behavioral science to refine and implement a comprehensive agenda for evaluating safety, immunogenicity, and efficacy of candidate vaccine products in clinical trials. The specific goals of the Department will be to: 1) provide scientific expertise and leadership in planning, implementation, and analysis of Phase I-III trials and laboratory support, 2) assist other sites in development of community outreach, 3) conduct Phase I, II, IIB, and III HIV vaccine trials in San Francisco, and 4) maximize capacity to enroll high-risk participants in Northern California for efficacy trials.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 6/01/01

End-Date: 5/31/02

10. Number of new positions created and funded: 2.5 FTE, 2 FTE Physician Specialist and 0.5 FTE Physician Assistant/Nurse Practitioner

11. If new positions are created, explain the disposition of employees once the grant ends?

If we cannot secure another grant to fund these positions, these positions will be terminated.

12a. Amount budgeted for contractual services: \$129,046

b. Will contractual services be put out to bid? No, Sole-source

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? On-going for three additional years

13a. Does the budget include indirect costs? [x] Yes [] No

b1. If yes, how much? \$86,250

b2. How was the amount calculated? 16% of Total Modified Direct Costs (\$539,064)

c. If no, why are indirect costs not included?

[] Not allowed by granting agency

[] To maximize use of grant funds on direct services

[] Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

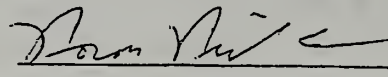
☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

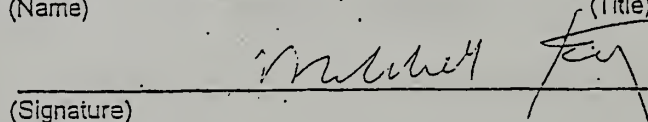
Comments:

Departmental or Mayor's Office of Disability Reviewer: Norm Nickens Deputy Director
(Name) (Title)

Date Reviewed: 8/11/01


(Signature)

Department Approval: Mitchell Katz, M.D. Director of Health
(Name) (Title)


(Signature)

2
SF
590.80
+1
9/11/01
cancelled

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING

PUBLIC HEALTH AND ENVIRONMENT

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Public Health and Environment Committee scheduled for Tuesday, September 11, 2001 at 10:00 a.m. at 1 Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been **cancelled**.

Gloria L. Young, Clerk of the Board

08-23-01A10129

DOCUMENTS DEPT.

AUG 28 2001

SAN FRANCISCO
PUBLIC LIBRARY

**PUBLIC HEALTH AND ENVIRONMENT COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 244
1 DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102-4689**

IMPORTANT HEARING NOTICE!!!

**41 Library
100 Larkin Street Govt Information Center**



City and County of San Francisco

Meeting Minutes

Public Health and Environment Committee

Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

94102-4689

Clerk: Deborah Muccino

Tuesday, September 25, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

DOCUMENTS DEPT.

SEP 28 2001

MEETING CONVENED

SAN FRANCISCO
PUBLIC LIBRARY

The meeting convened at 10:06 a.m.

011520 [Expend DOC Beverage Container Recycling Payment]

Resolution authorizing the City Administrator to expend a \$230,484 payment from the Department of Conservation (DOC) for fiscal year 2000/2001. (Administrative Services Department)

8/15/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Jack Macy, SWMP, Severin Campbell, Budget Analyst's Office.

Continued to the meeting of October 9, 2001.

CONTINUED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011609 [State funding for California Healthcare for Indigent Program (CHIP) allocation for medical services to indigent persons]

Supervisor Leno

Resolution authorizing the Department of Public Health to accept and expend retroactively a grant allocation for up to \$4,826,945 for Fiscal Year 2001-02 funding from the State Department of Health Services for California Healthcare for Indigents Program (CHIP) funds for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services, and indirect costs in the amount of \$60,541, based on 10.82% of administrative and fiscal intermediary costs. (Public Health Department)

9/5/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the September 25, 2001 meeting.

Heard in Committee. Speakers: Severin Campbell, Budget Analyst's Office; Jeffrey Leong, Department of Public Health.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011511 [Mark-Up To Market Negotiations with AIMCO]**Supervisor Maxwell**

Hearing to examine the "Mark-Up To Market" negotiations between U.S. HUD and AIMCO, particularly as it relates to safeguards for the health and safety of the current residents.

8/13/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Garrett Jenkins, San Francisco Neighbors Alliance for Political Awareness.

FILED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 10:47 a.m.

CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT.

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

SEP 25 2001

SAN FRANCISCO
PUBLIC LIBRARY

September 20, 2001

TO: Public Health & Environment Committee

FROM: Budget Analyst

SUBJECT: September 25, 2001 Public Health & Environment Committee Meeting

Item 1 - File 01-1520

Department: City Administrator
Solid Waste Management Program

Item: Resolution authorizing the City Administrator to expend a \$230,484 payment from the State Department of Conservation (DOC).

Payment Title: Beverage Container Recycling Payment (BCRP).

Payment Amount: \$230,484

Payment Period: July 1, 2001 to June 30, 2002 (one year) (see Comment 3)

Source of Funds: California Department of Conservation,
Division of Recycling.

Required Match: None

Indirect Costs: Indirect Costs are not allowed by the State DOC.

Description:

The proposed resolution would authorize the City's Solid Waste Management Program (SWMP) to expend a \$230,484 beverage container recycling payment from the State Department of Conservation (DOC). According to Mr. Robert Haley from the SWMP, the subject payment in the amount of \$230,484 would allow SWMP to continue contracting with Barnes Clarke & Associates (see Comment 1) to develop additional public education campaigns on beverage container recycling and provide additional recycling receptacles in San Francisco. Mr. Haley advises that last fiscal year, Barnes Clarke & Associates developed and implemented beverage container recycling outreach for the Fantastic 3 program¹ and special events in the City.

For the past twenty years, the SWMP has worked with residents, businesses, and institutions to promote recycling efforts. The public education campaign produces media related items such as brochures, print articles, advertisements and bus boards. The subject payment also provides funding to add approximately 235 beverage container recycling receptacles to the existing 972, for a total of 1,207 receptacles, on top of trashcans in the City. Each component aims to comply with the State Integrated Waste Management Act (IWMA, Assembly Bill 939). The IWMA requires that California counties reduce the amount of their solid waste by 50 percent through recycling programs. San Francisco has currently achieved 42 percent reduction through existing recycling programs.

Budget:

A draft budget, provided by Mr. Haley, for the subject payment of \$230,484 is as follows:

¹ According to Mr. Haley, the Fantastic 3 program is the new 3-bin residential and small business curbside recycling program that will replace the current curbside blue recycling bins.

<u>Item</u>	<u>FY 2001-02</u>
Operating Expenses	
235 Recycling Receptacles at a cost of \$300 each	\$70,484
Consultant Personnel Expenses	
Production/Management	100,000
Project Management	10,000
Creative Services	20,000
Artwork	20,000
Community outreach	<u>10,000</u>
Subtotal	<u>\$160,000</u>
Total	\$230,484

According to Mr. Haley, the above draft budget is an estimate for operating and personnel costs based on a current contract for a public education campaign with Barnes Clarke & Associates, a public relations consulting firm. According to Mr. Haley, the \$70,484 for recycling receptacles in the above budget will be used to purchase approximately 235 additional beverage-recycling containers at an estimated installed cost of \$300 per container. Mr. Haley advises that a precise budget for the public education campaigns will not be available until the specific public education campaigns are determined.

Comments:

1. Mr. Haley advises that Barnes Clarke & Associates was selected through a Request for Proposals (RFP) process for a two-year contract for the period of July 1, 2000 through June 30, 2002, in the amount of \$460,000.

2. Mr. Haley advises that an amendment in 1999 to the State Bottle Bill (SB 332) provided ongoing funding beginning in 2000 in the amount of approximately \$230,000 each year to the City for programs and/or services related to beverage container recycling or litter reduction. This proposed payment is the second of such on-going payments that are anticipated to be received by SWMP from the State DOC. According to Mr. Haley, the

BOARD OF SUPERVISORS
BUDGET ANALYST

State DOC authorizes the SWMP to expend the subject \$230,484 payment for programs and/or services related to beverage container recycling or litter reduction.

3. As noted above, the payment period is July 1, 2001 through June 30, 2002. According to Mr. Haley, SWMP has already begun to expend the subject monies. Therefore, the Budget Analyst recommends that the proposed resolution be amended to account for the retroactive expenditure of the subject payment from the State DOC by inserting the word "retroactively" after the phrase "to expend" in lines 3 and 13 on page 1 of the proposed resolution.

4. Mr. Haley advises that all expenditure of any future payments from the State DOC to SWMP for the subject program would be subject to the Board of Supervisors approval.

5. The Attachment, provided by SWMP, is the Department's Grant Application Information Form, which includes the Disability Access Checklist.

Recommendations:

1. In accordance with Comment 3 above, amend the proposed resolution as follows:
 - (a) on page 1, line 3, in the title, insert the word "retroactively" after "to expend" so that the phrase reads, "to expend retroactively a \$230,484 payment..."
 - (b) on page 1, line 13, insert the word "retroactively" after "to expend" so that the phrase reads, "to expend retroactively a \$230,484 beverage container recycling payment..."
2. Approve the proposed resolution, as amended.

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to expend payment.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Beverage Container Recycling Payment
2. Department: Solid Waste Management Program
3. Contact Person: Robert Haley Telephone: (415) 554-3439
4. Grant Approval Status (check one):
☒ [x] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$230,484
- 6a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: California Department of Conservation, Division of Recycling
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: To increase beverage container recycling by implementing public education campaigns, establishing additional public recycling receptacles and coordinating recycling at special events
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: July 1, 2001 End-Date: June 30, 2002
10. Number of new positions created and funded: 0
11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: \$230,484
b. Will contractual services be put out to bid? Yes
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes
d. Is this likely to be a one-time or ongoing request for contracting out? Ongoing
- 13a. Does the budget include indirect costs? ☐ [] Yes ☒ [x] No

b1: If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: Funding is to be used for beverage container recycling

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☐ Existing Site(s)

☐ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☒ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Public education programs shall include accessible materials in alternative formats. MOD can assist.

Departmental or Mayor's Office of Disability Reviewer: _____

W. Pel... Director, MOD
(Name)

Date Reviewed: 14 August 2001

Department Approval:

Paul Horcher

Director

(Name)

(Title)

Paul W. Horcher

(Signature)

Memo to Public Health and Environment Committee
September 25, 2001 Public Health and Environment Committee Meeting

Item 2 - File 01-1609

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to accept and expend retroactively a grant allocation for up to \$4,826,945 for FY 2001-2002 funding from the State Department of Health Services for California Healthcare for Indigents Program (CHIP) funds for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services and indirect costs in the amount of \$60,541.

Amount: Up to \$4,826,945

Grant Period: July 1, 2001 through June 30, 2002

Source of Funds: State Department of Health Services (State DHS)

Indirect Costs: \$60,541

Required Match: None

Description: The California Healthcare for Indigents Program (CHIP) was established by the State Department of Health Services (State DHS) in 1989 to provide funds to counties to pay for medical services for indigent persons who are not eligible for other private or public healthcare programs. CHIP is funded by Proposition 99 (Tobacco Tax) funds. The counties are able to use CHIP funds to reimburse both county and non-county providers for uncompensated services for indigent persons who cannot otherwise pay for the cost of care.

CHIP funds are used to reimburse (a) participating county and non-county hospitals for inpatient, outpatient, and emergency services, and (b) participating private physicians for emergency, obstetric, and pediatric services provided to indigent persons. San Francisco is one of 24 counties that annually receive CHIP funds to administer directly. To receive CHIP funds from the State DHS, the City and County of San Francisco must agree to:

Memo to Public Health and Environment Committee
September 25, 2001 Public Health and Environment Committee Meeting

- (a) maintain its own level of funding for healthcare services,
- (b) provide data on the amount and type of medical services used by medically indigent persons and on the amount of reimbursement payments to providers who care for the medically indigent, and
- (c) provide children with any follow-up medical treatment, including prescription drugs and dental care, that is determined to be medically necessary by a public or private healthcare provider who has been certified by the State to provide medical screening to children as part of the State's Child Health and Disability Prevention program.

The proposed resolution would authorize DPH to accept and expend retroactively CHIP grant funds up to \$4,826,945 for FY 2001-2002 from the State DHS.

Budget:

A summary budget for \$4,826,945 in CHIP grant funds is as follows:

Professional Services		\$139,797
Medical Services Contracts		484,176
San Francisco General Hospital		3,722,468
Administration Costs		
Salaries & Benefits	407,065	
Operating Costs	<u>12,898</u>	
Subtotal		419,963
Indirect Costs		<u>60,541</u>
Subtotal, Administration		<u>480,504</u>
Total		\$4,826,945

A detailed budget, provided by DPH, is shown in Attachment I. According to Mr. Jeffrey Leong of DPH, the positions identified in Attachment I are not coded "G" for grant-funded because the CHIP funds reimburse the General Fund for the costs of these administrative positions. However, Mr. Leong advises that these positions would be eliminated if the CHIP funds were not renewed.

Comment:

1. According to Mr. Leong, the proposed resolution authorizes DPH to accept and expend up to \$4,826,945 because the actual grant amount allocated by the State to

BOARD OF SUPERVISORS
BUDGET ANALYST

the County will be slightly less than the proposed budget of \$4,826,945. Mr. Leong advises that the State has reduced the amount of the CHIP allocation to the County, but the State has not yet officially notified the County of the actual allocation amount. Mr. Leong advises that any change in the CHIP allocation to the County will be offset by a change in the amount budgeted for CHIP programs and will not result in an increased General Fund contribution. Further he stated that any revenue impact would be minimal.

2. Mr. Leong advises that the subject resolution is retroactive because DPH received the CHIP FY 2001-2002 application packet from the State on July 5, 2001, which is after the beginning of the CHIP FY 2001-2002 allocation period. Mr. Leong advises that the CHIP application must be approved by both the Health Commission and the Board of Supervisors. According to Mr. Leong, the CHIP application was approved by the Health Commission on August 21, 2001. However, because of the Board of Supervisors recess, DPH was not able to ask for Board of Supervisors approval of the CHIP application until now. Therefore, Mr. Leong advises that in light of this situation, the County will submit the FY 2001-2002 CHIP to the State retroactively.

3. The CHIP grant is a recurring grant and as such, CHIP funds are included in the FY 2001-2002 DPH budget. As part of the grant application process, the State requires that the County obtain annual authority from the Board of Supervisors to accept and expend the grant funds. The State also requires that the County present a Description of Proposed Expenditure of California Healthcare for Indigents Program (CHIP) funds for FY 2001-2002 by December 15, 2001. Separate legislation to effect that request will be submitted for Board of Supervisors approval prior to December 15, 2001.

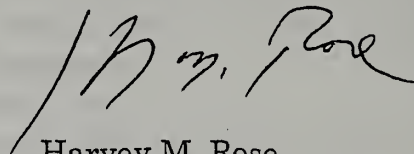
4. Mr. Leong reports that the \$139,797 for a professional services contract is with Lifemark, Inc., which was selected through a Request for Proposal process. Lifemark has performed fiscal intermediary services for the CHIP program for eight years. Such services consist

Memo to Public Health and Environment Committee
September 25, 2001 Public Health and Environment Committee Meeting

of processing medical claims for reimbursement from private hospitals and physicians.

5. Attachment II is the Department of the Public Health's Grant Application Information Form, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Ben Rosenfield

FY 2001-02 AB 75/CHIP REVENUES & EXPENDITURES

AB 75 Project, SF Dept. of Public Health

(Phase A, Supported by State Allocation, Estimated at Same Level as FY 00-01 State Allocation (Revised))

		AB 75/CHIP Funds						
Sub- object	Description	County Hospital	Non-County Hosp. Form	Non-County Hosp. Access	Phys. Svcs. EMS Fund	Phys. Svcs. New Cont.	Other Cty. Hlth. Svcs.	Total
Revenues:								
AB 75		3,782,498	150,435	150,435	111,030	111,030	521,517	4,826,945
Expenditures:								
1001	Professional Services	0	0	16,548	11,103	11,103	101,043	139,797
1010	Medical Service Contract	0	150,435	133,887	99,927	99,927	0	484,176
4900	Revenue Transfer to SFGH	3,360,217	0	0	0	0	362,251	3,722,468
4900	Rev. Trans. to CO-Admin.	419,963	0	0	0	0	0	419,963
4900	Rev. Trans. to CO-Over.	2,318	0	0	0	0	58,223	60,541
Total:		3,782,498	150,435	150,435	111,030	111,030	521,517	4,826,945
Direct Services Share		0.888	1.000	0.890	0.900	0.900	0.695	0.871

Notes:

- 1) Share of revenues allocated to direct services is essentially the same as for FY 00-01: County Hospital - .8883586 Other County Health Services - .6946101, Non-County Hospital Access - .89, and Physician Services EMS Fund and New Contracts - .90.
- 2) Revenues allocated to administrative costs is calculated at the rate of 0.0975751 for County Hospital and Other County Health Services revenues taken together, which is essentially the same as for FY 00-01.
- 3) Revenue transfer to CO-Overhead calculated at rate of 0.0140661 of County Hospital and Other County Health Services revenues taken together, which is the same as the rate used in FY 00-01.
- 4) Sources for payment of CHDP Treatment Mandate services are as follows: Physician Services EMS Fund - may not be used to pay for CHDP Treatment Mandate services. Physician Services New Contracts - monies reserved to pay for CHDP Treatment Mandate services. Monies not spent to pay for CHDP Treatment Mandate services may be used to pay for any other physician services offered by the CHIP Physician Program.
- 5) The total FY 01-02 Prop 99/CHIP administrative budget is estimated to remain flat, consistent with the State CHIP allocation which should be at the same levels as in FY 00-01. Adjustments have been made to operating costs to fund projected MOU increases which are estimated overall at 4.5%. The Prop 99/CHIP administrative budget will be further adjusted when the Phase D and State CHIP allocation amounts become available.
- 6) The Prop 99/CHIP direct services budget is supported by revenues from the State CHIP allocation and the local general fund.

F:CHPB018S

05-Feb-2001

FY 2001-02 AB 75 PROJECT BUDGET
AB 75 Project, SF Dept. of Public Health

(Phase A, Supported by State Allocation, Estimated at FY 00-01 Levels with 4.5% Salary COLA (Revised))

OE	CSC Class & Title	Description	Annual Salary	FTE	PP/PPY	Amount	Note
00100	PERMANENT SALARIES						
1426	Sr. Clerk Typist	Clerk Typist-AB 75	45,372	1.25	1.00	56,715	Vacant (, AB 75)
1632	Sr. Account Clerk	Account Clerk-Fiscal	49,354	0.75	1.00	37,016	TX'd 1426 (Christina Loyola, Fiscal)
1654	Prin. Accountant	Accountant	67,112	1.00	1.00	67,112	Assigned (Rudy Solis, Fiscal)
1824	Prin. Admin. Analyst	Project Coordinator	84,402	1.00	1.00	84,402	Assigned (Jeffrey Leong, AB 75)
1823	Sr. Admin. Analyst	Project Analyst	72,213	1.00	1.00	72,213	Assigned (Maria Iyog-O'Malley, AB 75)
2588	Health Worker IV	CHDP Case Manager	57,653	0.50	1.00	28,826	TX'd 2587 HW III (Sandra Gomez, AB 75)
1823	Sr. Admin. Analyst	Contracts Analyst	72,213	0.25	1.00	18,053	Assigned (Judy Matranga, Contracts)
	Step Adjustment					(25,032)	(1426[S1-7,644];1632[Tx1426-2,906];1823[S
	Special Salary					(1,183)	Word Processing Differential
	Attrition			-0.17		(10,032)	(1426[6,002];1823[5,776])
	Net Perm. Salaries:		-	5.58	-	328,090	
	MANDATORY FRINGE BENEFITS						
01301	Retirement City Miscellaneous					0	
01371	Retirement Pick Up					23,061	
01401	FICA Tax @ 6.20% of Permanent Salaries	Max \$74,000				19,697	
01402	FICA Medicare @ 1.45% of Permanent Salaries	Max \$125,000				4,757	
01501	Health Service @ \$2,400.00 per Employee					13,392	
01571	Health Service Pick Up-Miscellaneous					9,982	
01601	Dental Coverage @ \$1,111.11 per Employee					6,200	
01701	Unemployment Insurance @ 0.175% of Permanent Salaries					574	
01912	Long Term Disability Insurance @ 0.4% of Permanent Salaries					1,312	
	Mand. Fringe Benefits:					78,975	Total Personnel: 407,065
02019	CITY DEPARTMENT OVERHEAD					60,541	Overhead to City Hall-60,541
02100	TRAVEL - BUDGET					200	Travel-200
02200	TRAINING - BUDGET					498	Staff Develpt. & Training-500
02300	EMPLOYEE FIELD EXPENSES - BUDGET					0	Mileage-0; Tolls & Parking-0
02900	MAINT SVCS - EQUIPMENT - BUDGET					0	Computer Prog. Support from MIS-0
03000	RENTS/LEASES - BUILDINGS & STRUCTURES - BUDGET					10,000	Rent Contribution for 1540 Market-10,000
03500	OTHER CURRENT EXPENSES - BUDGET					1,200	Postage-0; Printing-0; Copy Machine-1,200
							Office Equipment-0
04000	MATERIALS & SUPPLIES - BUDGET					1,000	Off Sppls-1,000; Dat Prcs-0;Furn-0
081ET	GF-DET-TELEPHONE (AAO)					0	Telephone Services for 1540 Market-0
	Operating Costs:					73,439	
	Total Expenditures:					<u>\$480,504</u>	

F:PRJB018

05-Feb-2001

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: AB 75 Project
2. Department: Public Health: Population Health and Prevention Division
3. Contact Person: Jeffrey Leong, AB 75 Project Coordinator_ Telephone: 554-9162
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$4,826,945
- 6a. Matching Funds Required: \$0
- 6b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: CA Department of Health Services, California Healthcare for Indigents Program (CHIP)
- b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: The county's local CHIP, administered by the Department's AB 75 Project, reimburses or pays for health services delivered to persons who cannot afford to pay for services and for whom payment of services will not be made through private coverage or by any program funded in whole or in part by the federal government. The local CHIP reimburses San Francisco General Hospital, non-county hospitals, and private physicians and dentists for services rendered to indigent persons. CHIP funds allocated to each county are deposited locally into three different CHIP Fund Accounts: Hospital Services Fund, Physician Services Fund, and Other Health Services Fund. Through the local CHIP, hospitals are reimbursed for inpatient, outpatient and emergency room services provided to indigent persons. Private physicians are reimbursed for emergency, obstetric and pediatric services provided to indigent persons. Private dentists participating in the CHIP Program are reimbursed for follow-up dental services provided to eligible children for conditions detected as part of the Child Health and Disability Prevention (CHDP) Program.

The request to accept and expend retroactively is made at this time due to the recent arrival of the application for FY 01-02. Following the receipt by the State of the County's application, the County will receive the first installment of its FY 01-02 allocation. These funds will accrue interest that will be used for both program services and administrative costs. Timely receipt of the first installment is necessary for the AB 75 Project to make its first scheduled payment to providers for FY 01-02.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 7/1/01 End-Date: 6/30/02

10. Number of new positions created and funded: None

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$139,797

b. Will contractual services be put out to bid? No

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? Ongoing

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$60,541

b2. How was the amount calculated?: 10.82% of administrative and fiscal intermediary costs on this grant

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency ☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: At this time, we have not received the actual FY 01-02 CHIP allocations from the State Department of Health Services. The total CHIP allocation amount for FY 0-02 is an estimate based upon draft State CHIP allocations. This request for approval is being made after the term of the grant started due to the recent arrival of the application from the State.

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

<input checked="" type="checkbox"/> Existing Site(s)	<input checked="" type="checkbox"/> Existing Structure(s)	<input checked="" type="checkbox"/> Existing Program(s) or Service(s)
<input checked="" type="checkbox"/> Rehabilitated Site(s)	<input checked="" type="checkbox"/> Rehabilitated Structure(s)	<input checked="" type="checkbox"/> New Program(s) or Services(s)
<input checked="" type="checkbox"/> New Site(s)	<input checked="" type="checkbox"/> New Structure(s)	

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Norm Nickens
(Name)
Norman Nickens
Deputy Director

Date Reviewed: 8/28/01

Departmental Approval: Mitchell Katz, M. D. Director of Health
(Name) (Title)
Mitchell Katz D
(Signature)

Memo to Public Health and Environment Committee
September 25, 2001 Public Health and Environment Committee Meeting

Item 2 - File 01-1609

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to accept and expend retroactively a grant allocation for up to \$4,826,945 for FY 2001-2002 funding from the State Department of Health Services for California Healthcare for Indigents Program (CHIP) funds for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services and indirect costs in the amount of \$60,541.

Amount: Up to \$4,826,945

Grant Period: July 1, 2001 through June 30, 2002

Source of Funds: State Department of Health Services (State DHS)

Indirect Costs: \$60,541

Required Match: None

Description: The California Healthcare for Indigents Program (CHIP) was established by the State Department of Health Services (State DHS) in 1989 to provide funds to counties to pay for medical services for indigent persons who are not eligible for other private or public healthcare programs. CHIP is funded by Proposition 99 (Tobacco Tax) funds. The counties are able to use CHIP funds to reimburse both county and non-county providers for uncompensated services for indigent persons who cannot otherwise pay for the cost of care.

DOCUMENTS DEPT.

SEP 25 2001

SAN FRANCISCO
PUBLIC LIBRARY

CHIP funds are used to reimburse (a) participating county and non-county hospitals for inpatient, outpatient, and emergency services, and (b) participating private physicians for emergency, obstetric, and pediatric services provided to indigent persons. San Francisco is one of 24 counties that annually receive CHIP funds to administer directly. To receive CHIP funds from the State DHS, the City and County of San Francisco must agree to:

DOCUMENTS DEPT.

BOARD OF SUPERVISORS
BUDGET ANALYST

SEP 25 2001

SAN FRANCISCO
PUBLIC LIBRARY

Memo to Public Health and Environment Committee
September 25, 2001 Public Health and Environment Committee Meeting

- (a) maintain its own level of funding for healthcare services,
- (b) provide data on the amount and type of medical services used by medically indigent persons and on the amount of reimbursement payments to providers who care for the medically indigent, and
- (c) provide children with any follow-up medical treatment, including prescription drugs and dental care, that is determined to be medically necessary by a public or private healthcare provider who has been certified by the State to provide medical screening to children as part of the State's Child Health and Disability Prevention program.

The proposed resolution would authorize DPH to accept and expend retroactively CHIP grant funds up to \$4,826,945 for FY 2001-2002 from the State DHS.

Budget:

A summary budget for \$4,826,945 in CHIP grant funds is as follows:

Professional Services		\$139,797
Medical Services Contracts		484,176
San Francisco General Hospital		3,722,468
Administration Costs		
Salaries & Benefits	407,065	
Operating Costs	<u>12,898</u>	
Subtotal		419,963
Indirect Costs		<u>60,541</u>
Subtotal, Administration		<u>480,504</u>
Total		\$4,826,945

A detailed budget, provided by DPH, is shown in Attachment I. According to Mr. Jeffrey Leong of DPH, the positions identified in Attachment I are not coded "G" for grant-funded because the CHIP funds reimburse the General Fund for the costs of these administrative positions. However, Mr. Leong advises that these positions would be eliminated if the CHIP funds were not renewed.

Comment:

1. According to Mr. Leong, the proposed resolution authorizes DPH to accept and expend up to \$4,826,945 because the actual grant amount allocated by the State to

BOARD OF SUPERVISORS
BUDGET ANALYST

the County will be slightly less than the proposed budget of \$4,826,945. Mr. Leong advises that the State has reduced the amount of the CHIP allocation to the County, but the State has not yet officially notified the County of the actual allocation amount. Mr. Leong advises that any change in the CHIP allocation to the County will be offset by a change in the amount budgeted for CHIP programs and will not result in an increased General Fund contribution. Further he stated that any revenue impact would be minimal.

2. Mr. Leong advises that the subject resolution is retroactive because DPH received the CHIP FY 2001-2002 application packet from the State on July 5, 2001, which is after the beginning of the CHIP FY 2001-2002 allocation period. Mr. Leong advises that the CHIP application must be approved by both the Health Commission and the Board of Supervisors. According to Mr. Leong, the CHIP application was approved by the Health Commission on August 21, 2001. However, because of the Board of Supervisors recess, DPH was not able to ask for Board of Supervisors approval of the CHIP application until now. Therefore, Mr. Leong advises that in light of this situation, the County will submit the FY 2001-2002 CHIP to the State retroactively.

3. The CHIP grant is a recurring grant and as such, CHIP funds are included in the FY 2001-2002 DPH budget. As part of the grant application process, the State requires that the County obtain annual authority from the Board of Supervisors to accept and expend the grant funds. The State also requires that the County present a Description of Proposed Expenditure of California Healthcare for Indigents Program (CHIP) funds for FY 2001-2002 by December 15, 2001. Separate legislation to effect that request will be submitted for Board of Supervisors approval prior to December 15, 2001.

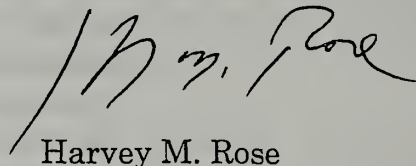
4. Mr. Leong reports that the \$139,797 for a professional services contract is with Lifemark, Inc., which was selected through a Request for Proposal process. Lifemark has performed fiscal intermediary services for the CHIP program for eight years. Such services consist

Memo to Public Health and Environment Committee
September 25, 2001 Public Health and Environment Committee Meeting

of processing medical claims for reimbursement from private hospitals and physicians.

5. Attachment II is the Department of the Public Health's Grant Application Information Form, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

A handwritten signature in dark ink, appearing to read "H. M. Rose", is written over the printed name.

Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Ben Rosenfield

FY 2001-02 AB 75/CHIP REVENUES & EXPENDITURES

AB 75 Project, SF Dept. of Public Health

(Phase A, Supported by State Allocation, Estimated at Same Level as FY 00-01 State Allocation (Revised))

AB 75/CHIP Funds								
Sub- object	Description	County Hospital	Non-County Hosp. Form.	Non-County Hosp. Access	Phys. Svcs. EMS Fund	Phys. Svcs. New Cont.	Other Cty. Hlth. Svcs.	Total
Revenues:								
AB 75		3,782,498	150,435	150,435	111,030	111,030	521,517	4,826,945
Expenditures:								
1001	Professional Services	0	0	16,548	11,103	11,103	101,043	139,797
1010	Medical Service Contract	0	150,435	133,887	99,927	99,927	0	484,176
4900	Revenue Transfer to SFGH	3,360,217	0	0	0	0	362,251	3,722,468
4900	Rev. Trans. to CO-Admin.	419,963	0	0	0	0	0	419,963
4900	Rev. Trans. to CO-Over.	2,318	0	0	0	0	58,223	60,541
Total:		3,782,498	150,435	150,435	111,030	111,030	521,517	4,826,945
Direct Services Share		0.888	1.000	0.890	0.900	0.900	0.695	0.871

Notes:

- 1) Share of revenues allocated to direct services is essentially the same as for FY 00-01: County Hospital - .8883586 Other County Health Services - .6946101, Non-County Hospital Access - .89, and Physician Services EMS Fund and New Contracts - .90.
- 2) Revenues allocated to administrative costs is calculated at the rate of 0.0975751 for County Hospital and Other County Health Services revenues taken together, which is essentially the same as for FY 00-01.
- 3) Revenue transfer to CO-Overhead calculated at rate of 0.0140661 of County Hospital and Other County Health Services revenues taken together, which is the same as the rate used in FY 00-01.
- 4) Sources for payment of CHDP Treatment Mandate services are as follows: Physician Services EMS Fund - may not be used to pay for CHDP Treatment Mandate services. Physician Services New Contracts - monies reserved to pay for CHDP Treatment Mandate services. Monies not spent to pay for CHDP Treatment Mandate services may be used to pay for any other physician services offered by the CHIP Physician Program.
- 5) The total FY 01-02 Prop 99/CHIP administrative budget is estimated to remain flat, consistent with the State CHIP allocation which should be at the same levels as in FY 00-01. Adjustments have been made to operating costs to fund projected MOU increases which are estimated overall at 4.5%. The Prop 99/CHIP administrative budget will be further adjusted when the Phase D and State CHIP allocation amounts become available.
- 6) The Prop 99/CHIP direct services budget is supported by revenues from the State CHIP allocation and the local general fund.

F:CHPB01BS

05-Feb-2001

FY 2001-02 AB 75 PROJECT BUDGET
AB 75 Project, SF Dept. of Public Health

(Phase A, Supported by State Allocation, Estimated at FY 00-01 Levels with 4.5% Salary COLA (Revised))

DE	CSC Class & Title	Description	Annual Salary	FTE	PP/PPPY	Amount	Note
00100	PERMANENT SALARIES						
1426	Sr. Clerk Typist	Clerk Typist-AB 75	45,372	1.25	1.00	56,715	Vacant (, AB 75)
1632	Sr. Account Clerk	Account Clerk-Fiscal	49,354	0.75	1.00	37,016	TX'd 1426 (Christina Loyola, Fiscal)
1654	Prin. Accountant	Accountant	67,112	1.00	1.00	67,112	Assigned (Rudy Solis, Fiscal)
1824	Prin. Admin. Analyst	Project Coordinator	84,402	1.00	1.00	84,402	Assigned (Jeffrey Leong, AB 75)
1823	Sr. Admin. Analyst	Project Analyst	72,213	1.00	1.00	72,213	Assigned (Maria Iyog-O'Malley, AB 75)
2588	Health Worker IV	CHDP Case Manager	57,653	0.50	1.00	28,826	TX'd 2587 HW III (Sandra Gomez, AB 75)
1823	Sr. Admin. Analyst	Contracts Analyst	72,213	0.25	1.00	18,053	Assigned (Judy Matranga, Contracts)
	Step Adjustment					(25,032)	(1426[S1-7,644];1632[Tx1426-2,906];1823[S
	Special Salary					(1,183)	Word Processing Differential
	Attrition			-0.17		(10,032)	(1426[6,002];1823[5,776])
	Net Perm. Salaries:		-	5.58	-	328,090	
	MANDATORY FRINGE BENEFITS						
01301	Retirement City Miscellaneous					0	
01371	Retirement Pick Up					23,061	
01401	FICA Tax @ 6.20% of Permanent Salaries	Max \$74,000				19,697	
01402	FICA Medicare @ 1.45% of Permanent Salaries	Max \$125,000				4,757	
01501	Health Service @ \$2,400.00 per Employee					13,392	
01571	Health Service Pick Up-Miscellaneous					9,982	
01601	Dental Coverage @ \$1,111.11 per Employee					6,200	
01701	Unemployment Insurance @ 0.175% of Permanent Salaries					574	
01912	Long Term Disability Insurance @ 0.4% of Permanent Salaries					1,312	
	Mand. Fringe Benefits:					78,975	Total Personnel: 407,065
02019	CITY DEPARTMENT OVERHEAD					60,541	Overhead to City Hall-60,541
02100	TRAVEL - BUDGET					200	Travel-200
02200	TRAINING - BUDGET					498	Staff Develpt. & Training-500
02300	EMPLOYEE FIELD EXPENSES - BUDGET					0	Mileage-0; Tolls & Parking-0
02900	MAINT SVCS - EQUIPMENT - BUDGET					0	Computer Prog. Support from MIS-0
03000	RENTS/LEASES - BUILDINGS & STRUCTURES - BUDGET					10,000	Rent Contribution for 1540 Market-10,000
03500	OTHER CURRENT EXPENSES - BUDGET					1,200	Postage-0; Printing-0; Copy Machine-1,200
							Office Equipment-0
04000	MATERIALS & SUPPLIES - BUDGET					1,000	Off Sppls-1,000; Dat Prcs-0;Furn-0
081ET	GF-DET-TELEPHONE (AAO)					0	Telephone Services for 1540 Market-0
	Operating Costs:					73,439	
	Total Expenditures:					<u>\$480,504</u>	

F:PRJB01B

05-Feb-2001

File Number: _____

(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: AB 75 Project
2. Department: Public Health: Population Health and Prevention Division
3. Contact Person: Jeffrey Leong, AB 75 Project Coordinator_ Telephone: 554-9162
4. Grant Approval Status (check one):

[X] Approved by funding agency [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$4,826,945
- 6a. Matching Funds Required: \$0
- 6b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: CA Department of Health Services, California Healthcare for Indigents Program (CHIP)
- b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: The county's local CHIP, administered by the Department's AB 75 Project, reimburses or pays for health services delivered to persons who cannot afford to pay for services and for whom payment of services will not be made through private coverage or by any program funded in whole or in part by the federal government. The local CHIP reimburses San Francisco General Hospital, non-county hospitals, and private physicians and dentists for services rendered to indigent persons. CHIP funds allocated to each county are deposited locally into three different CHIP Fund Accounts: Hospital Services Fund, Physician Services Fund, and Other Health Services Fund. Through the local CHIP, hospitals are reimbursed for inpatient, outpatient and emergency room services provided to indigent persons. Private physicians are reimbursed for emergency, obstetric and pediatric services provided to indigent persons. Private dentists participating in the CHIP Program are reimbursed for follow-up dental services provided to eligible children for conditions detected as part of the Child Health and Disability Prevention (CHDP) Program.

The request to accept and expend retroactively is made at this time due to the recent arrival of the application for FY 01-02. Following the receipt by the State of the County's application, the County will receive the first installment of its FY 01-02 allocation. These funds will accrue interest that will be used for both program services and administrative costs. Timely receipt of the first installment is necessary for the AB 75 Project to make its first scheduled payment to providers for FY 01-02.

9. Gant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 7/1/01 End-Date: 6/30/02

10. Number of new positions created and funded: None

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$139,797

b. Will contractual services be put out to bid? No

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? Ongoing

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$60,541

b2. How was the amount calculated?: 10.82% of administrative and fiscal intermediary costs on this grant

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency ☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: At this time, we have not received the actual FY 01-02 CHIP allocations from the State Department of Health Services. The total CHIP allocation amount for FY 0-02 is an estimate based upon draft State CHIP allocations. This request for approval is being made after the term of the grant started due to the recent arrival of the application from the State.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

<input checked="" type="checkbox"/> Existing Site(s)	<input checked="" type="checkbox"/> Existing Structure(s)	<input checked="" type="checkbox"/> Existing Program(s) or Service(s)
<input checked="" type="checkbox"/> Rehabilitated Site(s)	<input checked="" type="checkbox"/> Rehabilitated Structure(s)	<input checked="" type="checkbox"/> New Program(s) or Services(s)
<input checked="" type="checkbox"/> New Site(s)	<input checked="" type="checkbox"/> New Structure(s)	

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Norm Nickens
(Name)
Norman Nickens
Deputy Director

Date Reviewed: 8/28/01

Departmental Approval: Mitchell Katz, M. D. Director of Health
(Name) (Title)
Mitchell Katz D
(Signature)

90.80
2
0/9/01



City and County of San Francisco
Meeting Minutes

[All Committees]
Government Document Section
Main Library

Public Health and Environment Comm

Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

Clerk: Deborah Muccino

Tuesday, October 09, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

DOCUMENTS DEPT.

Meeting Convened

The meeting convened at 10:01 a.m.

OCT 12 2001

SAN FRANCISCO
PUBLIC LIBRARY

REGULAR AGENDA

011520 [Expend DOC Beverage Container Recycling Payment]

Resolution authorizing the City Administrator to expend a \$230,484 payment from the Department of Conservation (DOC) for fiscal year 2000/2001. (Administrative Services Department)

8/15/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

9/25/01, CONTINUED. Heard in Committee. Speakers: Jack Macy, SWMP, Severin Campbell, Budget Analyst's Office. Continued to the meeting of October 9, 2001.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Jared Blumenfeld, Department of Environment; Robert Haley, Solid Waste Management Program; John Kennedy, Deputy City Attorney; David Assmann, Department of Environment.

Continued to October 23, 2001.

CONTINUED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011724 [State Grant - Supportive Housing Initiative Act]

Supervisor Leno

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$3,000,000 from the California Department Of Mental Health Supportive Housing Initiative Act. (Human Services Department)

9/26/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Dariush Kayhan, Department of Human Services.

10/9/01 Amend the title on page 1, line 3, insert "retroactively" after "accept"; At page 2, line 10, insert "FURTHER RESOLVED, That the SHIA Coordinator and the Supportive Housing Program Manager positions shall be designated as grant "G" funded positions and the authorization for these positions shall terminate when the grant terminates."

AMENDED.

Resolution authorizing the Department of Human Services to accept retroactively and expend a grant in the amount of \$3,000,000 from the California Department of Mental Health Supportive Housing Initiative Act. (Human Services Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011725 [Estimating Unmet Need for Primary Care]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to enter retroactively into a subcontract agreement in the amount of \$20,000 with the Regents of the University of California, AIDS Research Center (UCARC) to collaborate in efforts to assess unmet needs for primary care by persons receiving AIDS services in San Francisco; for the period of April 10, 2001 to April 9, 2002. (Public Health Department)

9/26/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the October 9, 2001 meeting.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; William McFarland, Department of Public Health.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 11:05 a.m.

CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT.

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

OCT 10 2001

SAN FRANCISCO
PUBLIC LIBRARY

October 4, 2001

TO: Public Health & Environment Committee
FROM: Budget Analyst
SUBJECT: October 9, 2001 Public Health & Environment Committee Meeting
Item 1 - File 01-1520

Note: This item was continued by the Public Health and Environment Committee at its meeting of September 25, 2001.

Department: City Administrator
Solid Waste Management Program

Item: Resolution authorizing the City Administrator to expend a \$230,484 payment from the State Department of Conservation (DOC).

Payment Title: Beverage Container Recycling Payment (BCRP).

Payment Amount: \$230,484

Payment Period: July 1, 2001 to June 30, 2002 (one year) (see Comment 3)

Source of Funds: California Department of Conservation,
Division of Recycling.

Required Match: None

Indirect Costs: Indirect Costs are not allowed by the State DOC.

Description:

The proposed resolution would authorize the City's Solid Waste Management Program (SWMP) to expend a \$230,484 beverage container recycling payment from the State Department of Conservation (DOC). According to Mr. Robert Haley from the SWMP, the subject payment in the amount of \$230,484 would allow SWMP to continue contracting with Barnes Clarke & Associates (see Comment 1) to develop additional public education and outreach campaigns on beverage container recycling in San Francisco. Mr. Haley advises that last fiscal year, Barnes Clarke & Associates developed and implemented beverage container recycling outreach for the Fantastic 3 program¹ and special events in the City.

For the past twenty years, the SWMP has worked with residents, businesses, and institutions to promote recycling efforts. The public education campaign produces media related items such as brochures, print articles, advertisements and bus boards in order to increase recycling and thereby comply with the State Integrated Waste Management Act (IWMA, Assembly Bill 939). The IWMA requires that California counties reduce the amount of their solid waste by 50 percent through recycling programs. San Francisco has currently achieved 42 percent reduction through existing recycling programs.

Budget:

A summary budget, provided by Mr. Haley, for the subject payment of \$230,484 is as follows:

Beverage Container Recycling Outreach Project	
"All Plastic Bottle" Recycling Outreach	\$133,750
"Fantastic 3" Phone Banking Outreach	53,250
Special Events Outreach	<u>43,484</u>
Total	\$230,484

Attachment I, provided by Mr. Haley, contains budget information on three recycling projects that would be funded with the subject beverage container recycling payment in the amount of \$230,484. According to Mr.

¹ According to Mr. Haley, the Fantastic 3 program is the new 3-bin residential and small business curbside recycling program that will replace the current curbside blue recycling bins.

Haley, the above budget was revised because SWMP will no longer purchase additional recycling receptacles (\$70,484 was previously budgeted for 235 recycling receptacles) based on concerns over the effectiveness of the receptacles. Mr. Haley advises that the \$70,484 originally budgeted for recycling receptacles will now be expended on the public outreach and education campaigns. The revised budget is an estimate for operating and personnel costs based on a current contract for a public education campaign with Barnes Clarke & Associates, a public relations consulting firm. Mr. Haley advises that the Barnes Clarke & Associates hourly rates range from a low of \$30 per hour to a high of \$175 per hour, depending on the type of service provided and hourly rates for providing such services.

Comments:

1. Mr. Haley advises that Barnes Clarke & Associates was selected through a Request for Proposals (RFP) process for a two-year contract for the period of July 1, 2000 through June 30, 2002, in the amount of \$460,000 (see Comment 6).

2. Mr. Haley advises that an amendment in 1999 to the State Bottle Bill (SB 332) provided ongoing funding beginning in 2000 in the amount of approximately \$230,000 each year to the City for programs and/or services related to beverage container recycling or litter reduction. This proposed payment is the second of such on-going payments that are anticipated to be received by SWMP from the State DOC. According to Mr. Haley, the State DOC authorizes the SWMP to expend the subject \$230,484 payment for programs and/or services related to beverage container recycling or litter reduction.

3. As noted above, the payment period is July 1, 2001 through June 30, 2002. According to Mr. Haley, SWMP has already begun to expend the subject monies. Therefore, the Budget Analyst recommends that the proposed resolution be amended to account for the retroactive expenditure of the subject payment from the State DOC by inserting the word "retroactively" after the phrase "to expend" in lines 3 and 13 on page 1 of the proposed resolution.

4. Mr. Haley advises that all expenditure of any future payments from the State DOC to SWMP for the subject program would be subject to the Board of Supervisors approval.

5. Attachment II, provided by SWMP, is the Department's Grant Application Information Form, which includes the Disability Access Checklist.

6. At its meeting of September 25, 2001, the Public Health and Environment Committee asked SWMP to: (1) provide details on the RFP process whereby Barnes Clarke & Associates was selected to develop public education campaigns on beverage container recycling and to provide recycling receptacles in San Francisco; (2) explain why the subject grant monies were expended prior to receiving Board of Supervisors approval; (3) provide details on how the subject grant monies would be expended; and, (4) provide information on the outcome measurement to determine the effectiveness of the subject recycling program.

The attached memorandum (Attachment III), provided by SWMP, addresses these above requests from the Public Health and Environment Committee. In Attachment III, Mr. Haley states that the RFP process was conducted twice to ensure the fairness of the process and Barnes Clarke & Associates was selected both times. Attachment III also states that the subject grant monies were spent prior to Board of Supervisors approval because Barnes Clarke & Associates had gotten a late start on its two-year contract and needed to continue minimal planning and development work in order to accomplish its work by the end of FY 2001-2002. Mr. Haley advises in the attached memorandum that SWMP has eliminated the purchase of additional recycling receptacles based on concerns over the effectiveness of the recycling receptacles. Therefore, the funds previously budgeted for recycling receptacles will now be spent on public outreach, according to Mr. Haley. In Attachment III, Mr. Haley notes that SWMP will measure the overall change in recycling levels before and after the public outreach campaigns on recycling as a measure of the effectiveness of the subject recycling program.

Recommendations:

1. In accordance with Comment 3 above, amend the proposed resolution as follows:

- (a) on page 1, line 3, in the title, insert the word "retroactively" after "to expend" so that the phrase reads, "to expend retroactively a \$230,484 payment..."
- (b) on page 1, line 13, insert the word "retroactively" after "to expend" so that the phrase reads, "to expend retroactively a \$230,484 beverage container recycling payment..."

2. Approval of the proposed resolution, as amended is a policy matter for the Board of Supervisors due to the retroactive nature of this request and because consulting services of an additional \$70,484 would replace funds previously budgeted for 235 recycling receptacles which would no longer be provided.

**2001-2002 Proposed Budget -- Beverage Container Recycling
Contract Total \$230,484.00**

Project	Activity	Estimated Cost	Estimated Timing
"All Plastic Bottle" Recycling - campaign to announce new citywide recycling element	Creative Services (campaign strategy, message development)	\$5,000.00	1-2 weeks
	Artwork (design and production of theme in ads and other deliverables)	\$25,000.00	4-6 weeks
	Production Management (development of campaign including confirmation of outreach opportunities, general campaign management, media outreach)	\$27,500.00	through program
	Copy Writing (development of all written documents including ad and media copy and preparation of post-project analysis)	\$12,500.00	3-4 weeks
	Community Outreach (creation of and attendance at events to promote program)	\$27,500.00	3-4 weeks
	Advertising Placement (bus signs, community newspapers)	\$35,000.00	N/A
	Administration and Overhead	\$1,250.00	through program
	PROJECT TOTAL	\$133,750.00	
"Fantastic 3" Phone Banking - outreach to customers new to the three cart recycling program	Creative Services (development of outreach strategy)	\$1,500.00	1-2 weeks
	Production Management (general management of program)	\$1,500.00	through program
	Copy Writing (development of phone scripts and preparation of post-project analysis)	\$5,000.00	1-2 weeks, plus 1-2 weeks after calling
	Phone Bank Outreach (phone bank implementation, including payroll for managers and callers)	\$45,000.00	12 weeks
	Administration and Overhead	\$250.00	through program
	PROJECT TOTAL	\$53,250.00	

Project	Activity	Estimated Cost	Estimated Timing
Special Events (street fairs, athletic events, etc.) - outreach to special event promoters, coordinators and facilities to educate about City regulations and on need for recycling beverage containers	Creative Services (program strategy)	\$3,000.00	3-4 weeks
	Production Management (creation and promotion of meetings for appropriate parties, media management, general project management)	\$15,250.00	through program
	Copy Writing (document creation such as letters, brochures, media documents and web text)	\$10,000.00	3-4 weeks
	Artwork (design and production of brochure)	\$15,000.00	4 weeks
	Administration and Overhead	\$234.00	through program
	PROJECT TOTAL	\$43,484.00	

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to expend payment.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Beverage Container Recycling Payment

2. Department: Solid Waste Management Program

3. Contact Person: Robert Haley

Telephone: (415) 554-3439

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$230,484

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: California Department of Conservation, Division of Recycling

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: To increase beverage container recycling by implementing public education campaigns, establishing additional public recycling receptacles and coordinating recycling at special events

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2001

End-Date: June 30, 2002

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: \$230,484

b. Will contractual services be put out to bid? Yes

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes

d. Is this likely to be a one-time or ongoing request for contracting out? Ongoing

13a. Does the budget include indirect costs?

☐ Yes

☒ No

b1. If yes, how much?
b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: Funding is to be used for beverage container recycling

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☐ Existing Site(s)

☐ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☒ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Public education programs shall include accessible materials in alternative formats. MOD can assist.

Departmental or Mayor's Office of Disability Reviewer: _____

WPL Director, MOD
(Name)

Date Reviewed: 14 August 2001

Department Approval:

Paul Horcher

Director

(Name)

(Title)

Paul W Horcher

(Signature)



SOLID WASTE MANAGEMENT PROGRAM

RECYCLING PROGRAM □ HAZARDOUS WASTE MANAGEMENT PROGRAM

WILLIE L. BROWN, JR.
MAYOR

PAUL V. HORCHER
DIRECTOR

To: Maureen Singleton, Board of Supervisors Budget Analyst
From: Robert Haley
Date: October 3, 2001
Subject: Expend DOC Beverage Container Recycling Payment Resolution

This memorandum is to address questions on the subject resolution raised at the September 25, 2001, Board of Supervisors Public Health and Environment Committee.

Contractor Selection Process

Barnes Clarke & Associates was selected through a standard request for proposals process. To ensure fairness the process was conducted twice. Barnes Clarke was selected both times by a clear-cut margin. Of the many public outreach consultants we have worked with over the years, Barnes Clarke has consistently been the best.

Retroactivity

Because the RFP process was conducted a second time, the Barnes Clarke contract was not certified until the end of FY 2000-01. The funding agency (the DOC) did not announce the amount available for FY 2001-02 until about the same time and the person managing the RFP process and contract left our office at this time. Barnes Clarke, having gotten a late start on the first year of their two-year contract, needed to continue minimal planning and development work to be able to accomplish the necessary work in FY 2001-02. All of these factors necessitated retroactivity. Now that we are clearer regarding retroactivity concerns and expend procedures, we will avoid retroactivity in the future.

Work Plan

We have eliminated the purchase of public recycling receptacles from the budget due to perceived concerns regarding them and to study their effectiveness further, and will therefore use all funds for recycling public outreach. Outreach will be focused on three beverage container recycling campaigns; "All Plastic Bottle" Recycling, "Fantastic 3" Phone Banking and "Special Events" Recycling. A more detailed, revised budget is attached.

The All Plastic Bottle Recycling campaign is expected to announce the addition of #3-7 plastic bottles to recycling programs operated by Norcal such as the existing Curbside, Apartment and Small Business Recycling Program and the new Fantastic 3 Program. The addition of these bottles will please many residents, increase recycling and simplify outreach messages. Norcal appears close to securing a market

for these bottles. If for some reason they are not able to secure the market, a similar campaign will be conducted instead to increase recycling of existing bottle and can types. The campaign will utilize bus signs, newspaper ads, posters, PR events and the like to encourage residents to recycle all bottles and cans, or the current range of bottles and cans, as appropriate.

As has been done in the past, the Fantastic 3 Phone Banking campaign supplements the printed outreach materials currently used in the program roll-out with phone calls to residents to reinforce messages and answer questions about the program. The Special Events Recycling campaign will improve recycling at special events such as street fairs and athletic events by conducting outreach to event promoters and vendors through direct contact and updated printed materials.

Outcomes

Contractor deliverables will be largely ads, printed materials, phone banking and post-project analyses. While increasing beverage container recycling is the primary objective of all three campaigns, paper recycling will also benefit. Measuring the effectiveness of such outreach campaigns is difficult, however, we will measure the overall changes in recycling levels before and after the campaigns from tonnage data provided by Norcal. Our goal is for the All Plastic Bottle and Fantastic 3 Phone Banking campaigns to achieve the 5% minimum annual increase in the recycling of plastic beverage bottles collected in San Francisco's Curbside, Apartment and Small Business Recycling Program called for in Board of Supervisors Resolution #001440. We expect a noticeable improvement in beverage container recycling at special events as a result of that campaign and will work with DPW and Norcal to try to measure improvements.

Item 2 - File 01-1724

Department: Department of Human Services (DHS)

Item: Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$3,000,000 from the California Department of Mental Health Supportive Housing Initiative Act.

Grant Amount: \$3,000,000

Grant Period: July of 2001 through July 2004
The proposed grant would be allocated to seven different projects over the three-year grant period. The specific Grant Project Schedule for each of the seven projects is included on page 2 of Attachment II, the Grant Information Form.

Source of Funds: California Department of Mental Health, Supportive Housing Initiative Act (SHIA)

Required Matching Funds:

Year 1:	\$446,652
Year 2:	1,029,076
Year 3:	<u>1,616,432</u>
Total:	\$3,092,160

Attachment I, provided by Ms. Dion Roberts of DHS, identifies the amount of \$3,092,160 of required matching funds (Match Minimum) for each of the seven projects and the \$7,243,513 amount of actual matching funds (Documented Match) that are budgeted for the grant.

Indirect Costs: None. The proposed resolution would waive indirect costs in order to maximize the amount of available grant funds on direct program expenditures.

Description: In 1998, the California Legislature passed the SHIA which provides local governments and non-profit agencies with supportive housing services funds for low-income adults, particularly those with mental illness, a history of alcohol/drug abuse, HIV/AIDS, or other health conditions which impede unassisted living. As noted above, SHIA requires a local match, in increasing amounts over the three-year period of the grant.

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed resolution would authorize DHS to accept and expend \$3,000,000 in SHIA grant funds to provide supportive staffing and services at six new affordable housing projects. Additionally, the proposed grant will fund supportive services at one existing housing project, the Derek Silva Community, which is a facility for very low-income persons with disabling HIV/AIDS. The proposed SHIA grants do not include any funds for construction or renovation of the facilities; SHIA funding is restricted to providing supportive services, once the housing projects are completed.

Therefore, the proposed grant would be used to fund the staff and expenses to provide an array of supportive services, either on-site and/or in the nearby community, designed to help tenants achieve the goals of the SHIA, which include aid in retaining their housing, improvement in their health status, and maximization of their ability to live and work in the community. These supportive services would include health care, substance abuse treatment, mental health treatment, recreational activities, peer advocacy, child-care, employment training, basic life skills, such as money management and conflict resolution, and various other activities.

The seven housing projects that will receive funding for supportive services under the proposed SHIA grant are as follows:

1. The Homeless Families Initiative, an Episcopal Community Services-sponsored project located at 165 Eighth Street, is a 48-unit housing development designed for families who are homeless or at risk of homelessness, with special needs. When construction of the housing project is completed in December of 2001, the proposed grant will fund services to encourage tenants to achieve self-sufficiency and prepare for employment for 277 tenants over the proposed 31-month grant period.
2. Ellis Street Supportive Housing Project, is a vacant building at 864 Ellis Street that is being renovated by Larkin Street Youth Services, with outside funds,

BOARD OF SUPERVISORS
BUDGET ANALYST

to contain 24 units designed for homeless young adults, including six of these units for youth with HIV/AIDS. Under the subject SHIA grant, Larkin Street Youth Services will provide individualized support services, focusing on helping their 38 young tenants achieve self-sufficiency over the 36-month grant period.

3. Church Street Apartments, sponsored by Bridge Housing Corporation, is located at 1 Church Street and has 15 of its 93 units designated for supportive services under the subject grant. Twelve units are designed for families with HIV/AIDS and at least 3 other units are targeted for SHIA funding. The proposed grant project is anticipated to be operational in February of 2002 and to focus on increasing access for the 62 tenants to education and economic opportunity over the 29-month grant period.
4. Orlando Cepeda Place, sponsored by the Mission Housing Development Corporation (MHDC), is located in Mission Bay bounded by Berry and King Streets between 3rd and 4th Streets and has 35 of its 97 units targeted for the proposed grant for families with mental illness, substance use, HIV/AIDS, or other health conditions. The project is anticipated to begin in January of 2002 with services designed to eliminate barriers for 159 welfare-to-work individuals over the 30-month grant period.
5. 4445 Third Street Apartments, co-sponsored by the San Francisco Housing Development Corporation (SFHDC) and MHDC, is located in Bayview-Hunters Point at the corner of Third and LaSalle Streets, has 30 units designed for families. The proposed grant project is anticipated to begin in January of 2002 by assisting 132 tenants with obtaining the skills needed to secure employment over the 30-month grant period.
6. Positive MATCH, sponsored by Catholic Charities, is located at 1652 Eddy Street. This facility has seven units designed for families with HIV/AIDS and

BOARD OF SUPERVISORS

BUDGET ANALYST

concurrent substance abuse and/or mental health diagnosis. Ms. Pam Simms of the San Francisco Redevelopment Agency (SFRA) advises that although the proposed supportive services were anticipated to begin in October of 2001, due to delays in the construction of the project, the project will not begin until April of 2002. The proposed grant project will focus on assisting tenants in finding employment and encouraging family stability for the 32 tenants.

7. Derek Silva Community, sponsored by Catholic Charities, is located at 1594 Market Street and has 61 units designed for those with disabling HIV/AIDS. This project is currently operational, focusing on promoting self-sufficiency, health, and quality of life issues for the 96 tenants over the proposed 36-month grant period.

Budget:

Attachment I to this report, provided by DHS, contains a budget summary for each of the seven projects over the three-year grant period. As shown in Attachment I, a total budget of \$10,497,329 is needed to pay for all of the proposed project costs. This amount of \$10,497,329 includes (1) the subject requested grant funds of \$3,000,000, (2) the required matching funds of \$3,092,160, (3) additional non-required matching funds of \$4,151,353, for a total of \$7,243,513 of matching funds, and an additional \$253,816 that is not shown in Attachment I (See Comment No. 1).

Ms. Roberts advises that DHS has budgeted more than the required \$3,092,160 of matching funds because the cost of providing the supportive services at each of the seven projects is greater than the sum of the proposed grant and the required match.

As shown in Attachment I, the grant also allocates funds for City Coordination to fund one new 0.75 FTE position to coordinate the various agencies involved in the projects and funds a 0.1 FTE Supportive Housing Program Manager (See Comment No. 5). The proposed budget for City Coordination is as follows:

				<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
Salaries							
.75 FTE 1822 Administrative Analyst				\$49,566	\$51,053	\$52,585	\$153,204
.1 FTE Supportive Housing Manager				7,423	7,646	7,875	22,944
Fringe Benefits (25% of Salaries)				14,247	14,674	15,115	44,036
Supplies				3,100	600	600	4,300
Travel				600	600	600	1,800
Training				300	300	300	900
Overhead (space, copies, utilities, etc)				<u>15,800</u>	<u>15,724</u>	<u>16,186</u>	<u>47,710</u>
Total				\$91,036	\$90,597	\$93,261	\$274,894

Comments:

1. According to Mr. Dariush Kayhan of DHS, the additional \$253,816 of funds, not identified in Attachment I, which would be needed to fully fund each of the seven proposed projects, would be funded through tenant rents paid to the non-profits that are providing the supportive services, as well as through private non-profit fundraising efforts.

Mr. Kayhan advises that all of the remaining \$7,243,513 matching funds (shown in Attachment I as Documented Match) will be supplied through a combination of General Funds, one-time CalWorks funds, private funds, Federal rent subsidies and other existing Mayor's Office of Housing, Redevelopment Agency and non-profit capital funds. Mr. Kayhan reports that DHS included \$320,000 of General Fund revenues in DHS's FY 2001-02 budget for the Episcopal Community Services Homeless Families Initiative Project. In addition, Mr. Kayhan notes that DHS included in their FY 2001-02 budget \$74,370 for the Bridge-sponsored Church Street Apartments Project and \$68,070 for the Mission Housing Development Corporation's Orlando Cepeda Place Project. Mr. Kayhan further advises that, over the three-year period of the grant, the total of \$205,077 of matching funds for the City Coordination will also be provided by the City's General Fund.

Mr. Kayhan advises that for these projects, the Department may need to maintain City funds to provide the necessary matching funds in the FY 2002-2003 and FY 2003-2004 DHS' budgets. If the Mayor and the Board

BOARD OF SUPERVISORS
BUDGET ANALYST

of Supervisors do not approve such required matching funds for the proposed grant in the subsequent two years, Ms. Roberts advises that the Department would have to secure private funds or other grants for the required matching funds in order to continue the grant.

2. Mr. Kayhan advises that due to construction delays for the Ellis Street Supportive Housing Project and the Positive MATCH Project, which are still being completed, to date, no grant funds have been expended on these projects. However, Ms. Simms notes that the Derek Silva Community Project, which is an ongoing project, began its grant period on July 1, 2001, and has incurred an estimated \$83,333 of expenses to date for providing services, which would need to be reimbursed with the subject grant funds.

Therefore, the proposed grant resolution should be amended to provide for retroactive acceptance and expenditure of the subject grant. While page 2, line 6, of the proposed resolution states that the grant should be accepted retroactively, the title of the proposed resolution does not include a retroactive provision. Therefore, the title of the proposed resolution should be amended to retroactively accept and expend the proposed grant.

3. Ms. Roberts further advises that grant proposals were solicited through the Supportive Housing Sub-Committee of the Comprehensive Affordability Strategy (CHAS), an organization of community-based service providers that makes recommendations to the Mayor on housing initiatives. Ms. Roberts advises that these seven projects were contracted on a sole source basis because all of these projects had previously gone through a competitive process through the Mayor's Office of Housing and the Redevelopment Agency to receive the capital funds previously awarded to construct these seven housing projects. DHS then consolidated the requested proposals into one SHIA grant application.

4. Attachment II is the Grant Information Form, provided by the DHS, which includes the Disability Access Checklist.

BOARD OF SUPERVISORS
BUDGET ANALYST

5. The proposed resolution should be amended to reflect that the proposed two grant-funded positions should be coded "G", for grant-designated positions, such that when the grant expires, these two grant-funded positions would be terminated.

Recommendations:

1. In accordance with Comment No. 2, amend the proposed resolution as follows:
 - a) on page 1, line 3 of the title, insert "retroactively" after "to accept" so that the phrase reads "to accept retroactively and expend"....
2. In accordance with Comment No. 5, amend the proposed resolution to designate the SHIA Coordinator and the Supportive Housing Program Manager positions created under the proposed grant as "G" or grant-funded position, which would terminate when the grant expires.
3. Because the subject grant would require funding in future years in the Department's budget which has not presently been appropriated, approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

SHIA Consolidated Budget Summary

Project	Start-up Date	# Months	# Units	# People (point-in-time/total)	SHIA Cost per unit/year
ECS - Homeless Families Initiative	December 01	31	48	210/277	4,519
Larkin Street - 864 Ellis Street	July 01	36	24	24/38	6,551
BRIDGE - 1 Church Street	February 02	29	15	47/62	5,166
MHDC - Orlando Cepeda Place	January 02	30	35	153/159	2,980
SFHDC - 4445 Third Street	January 02	30	29	106/132	2,628
Catholic Charities - Positive MATCH	October 01	33	7	24/32	19,481
Catholic Charities - Derek Silva	July 01	36	61	66/213	4,098
Totals:		225	219	630/913	5,114
Year 1	Total Budget	SHIA Request	Difference	Match Minimum	Documented Match
ECS - Homeless Families Initiative	365,809	160,413	205,396	80,207	350,000
Larkin Street - 864 Ellis Street	228,750	152,500	76,250	76,250	76,250
BRIDGE - 1 Church Street	123,950	49,580	74,370	24,790	209,376
MHDC - Orlando Cepeda Place	89,001	50,005	38,996	25,003	18,996
SFHDC - 4445 Third Street	65,919	43,946	21,973	21,973	21,973
Catholic Charities - Positive MATCH	674,453	119,023	555,430	59,512	282,000
Catholic Charities - Derek Silva	1,346,304	250,000	1,096,304	125,000	1,096,304
City Coordination	91,036	67,836	23,200	33,918	23,200
Totals:	2,985,222	893,303	2,091,919	446,652	2,078,099
Year 2					
ECS - Homeless Families Initiative	490,170	200,000	290,170	200,000	350,000
Larkin Street - 864 Ellis Street	313,508	156,754	156,754	156,754	156,754
BRIDGE - 1 Church Street	167,348	66,939	100,409	66,939	209,376
MHDC - Orlando Cepeda Place	306,740	89,636	217,104	89,636	190,536
SFHDC - 4445 Third Street	143,400	71,700	71,700	71,700	71,700
Catholic Charities - Positive MATCH	670,877	126,778	544,099	126,778	282,000
Catholic Charities - Derek Silva	1,431,112	250,000	1,181,112	250,000	1,186,112
City Coordination	90,597	67,269	23,328	67,269	23,328
Totals:	3,613,752	1,029,076	2,584,676	1,029,076	2,469,806
Year 3					
ECS - Homeless Families Initiative	505,841	200,000	305,841	300,000	350,000
Larkin Street - 864 Ellis Street	406,007	162,403	243,604	243,605	243,604
BRIDGE - 1 Church Street	176,910	70,764	106,146	106,146	209,376
MHDC - Orlando Cepeda Place	313,587	121,145	192,442	181,718	192,442
SFHDC - 4445 Third Street	187,125	74,850	112,275	112,275	112,275
Catholic Charities - Positive MATCH	693,714	129,199	564,515	193,799	282,000
Catholic Charities - Derek Silva	1,521,910	250,000	1,271,910	375,000	1,281,910
City Coordination	93,261	69,260	24,001	103,890	24,001
Totals:	3,898,355	1,077,621	2,820,734	1,616,432	2,695,608
Grand Total					
ECS - Homeless Families Initiative	1,361,820	560,413	801,407	580,207	1,050,000
Larkin Street - 864 Ellis Street	948,265	471,657	476,608	476,609	476,608
BRIDGE - 1 Church Street	468,208	187,283	280,925	197,875	628,128
MHDC - Orlando Cepeda Place	709,328	260,786	448,542	296,356	401,974
SFHDC - 4445 Third Street	396,444	190,496	205,948	205,948	205,948
Positive MATCH	2,039,044	375,000	1,664,044	380,088	846,000
Catholic Charities - Derek Silva	4,299,326	750,000	3,549,326	750,000	3,564,326
City Coordination	274,894	204,365	70,529	205,077	70,529
Totals:	10,497,329	3,000,000	7,497,329	3,092,160	7,243,513

File Number: _____
(Provided by Clerk of Board of Supervisors)

Attachment II

Page 1 of 3

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Supportive Housing Initiative Act
2. Department: Department of Human Services
3. Contact Person: Dariush Kayhan, Program Manager Telephone: 415-558-1954
Pauson Yun, Contract Manager 415-557-6523
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$3,000,000

6a. Matching Funds Required: Year 1: 50% of the requested funds
Year 2: 100% of the requested funds
Year 3: 150% of the requested funds

b. Source(s) of matching funds (if applicable):

		SHIA	CITY AND COUNTY OF SAN FRANCISCO			
			MATCH			
PROGRAM	BUDGET	REQUEST	YR1	YR2	YR3	TOTAL
ECS	1,361,820	560,413	205,396	290,170	305,841	801,407
LARKIN	948,265	471,657	76,250	156,754	243,604	476,608
BRIDGE	468,208	187,283	74,370	100,409	106,146	280,925
MHDC	709,328	260,786	38,996	217,104	192,442	448,542
SFHDC	396,444	190,496	21,973	71,700	112,275	205,948
CC-MATCH	2,039,044	375,000	555,430	544,099	564,515	1,664,044
CC-D. SILVA	4,299,326	750,000	1,096,304	1,181,112	1,271,910	3,549,326
CITY COORD.	274,894	204,365	23,200	23,328	24,001	70,529
	10,497,329	3,000,000	2,091,919	2,584,676	2,820,734	7,497,329

7a. Grant Source Agency: California Department of Mental Health

b. Grant Pass-Through Agency (if applicable): Not Applicable

1. Proposed Grant Project Summary:

The following grant projects are a part of the permanent supportive housing programs
In San Francisco:

➤ Episcopal Community Services – 165 8th Street

48-unit development for families who are homeless or at risk of homelessness, with special needs related to mental health, substance use, and HIV/AIDS.

➤ Larkin Street - 864 Ellis Street

24 studio units will house homeless young adults, some aging out of foster care, and some runaways; 6 units will be set aside for youth with HIV/AIDS.

➤ BRIDGE - 1 Church Street

12 HOPWA units (at least one family member with HIV/AIDS) and SHIA-eligible residents in at least three other units are targeted for SHIA funding.

➤ MHDC - Orlando Cepeda Place

35 units will be targeted for SHIA funds: approximately 25 households with people with mental illness, substance use and non-HIV/AIDS health conditions, and 10 HOPWA units designated for households with persons disabled by HIV/AIDS. The HIV/AIDS Housing Wait List indicates that 61% of the family households are African-American.

➤ SFHDC - 4445 Third Street

30-unit development for families with incomes less than 50% of AMI are targeted for SHIA funding, 8 of these units will be specially set aside for HOPWA-eligible tenants.

➤ Catholic Charities - Positive MATCH

7 units of housing to be occupied by homeless families with HIV/AIDS and dependent children and a concurrent substance use and/or mental health diagnosis. Priority will be given to single mothers with dependent children and children living with HIV.

➤ Catholic Charities - Derek Silva

61 units (66 beds) are occupied by very low-income persons diagnosed with disabling HIV/AIDS who are in need of affordable housing and access to support services. Most residents at Derek Silva also have concurrent mental illness and/or substance use issues.

2. Grant Project Schedule, as allowed in approval documents, or as proposed:

	<u>Start-Date</u>	<u>End-Date</u>
ECS - Homeless Families Initiative	December 2001	July 2004
Larkin Street - 864 Ellis Street	July 2001	July 2004
BRIDGE - 1 Church Street	February 2002	July 2004
MHDC - Orlando Cepeda Place	January 2002	July 2004
SFHDC - 4445 Third Street	January 2002	July 2004
Catholic Charities - Positive MATCH	October 2001	July 2004
Catholic Charities - Derek Silva	July 2001	July 2004

10. Number of new positions created and funded: .75 FTE Administrative Analyst (1822)

11. If new positions are created, explain the disposition of employees once the grant ends?

Additional State grants will be secured for subsequent three year periods which support this position in the future

12a. Amount budgeted for contractual services: \$2,795,635

b. Will contractual services be put out to bid? No

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? One time.

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

Clients of this service must be disabled as defined by the California Department of Mental Health

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☒ New Program(s) or Service(s)

☒ New Site(s)

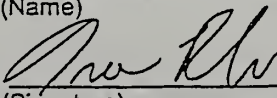
☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Magaly Fernandez
(Name)

Date Reviewed: 9/14/2001

Department Approval: Trent Rhorer Executive Director
(Name) (Title)

(Signature)

Item 3 – File 01-1725

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health (DPH) to enter retroactively into a subcontract agreement in the amount of \$20,000 with the Regents of the University of California, AIDS Research Center (UCARC) to collaborate in efforts to assess unmet needs for primary care by persons receiving AIDS services in San Francisco; for the period of April 10, 2001 to April 9, 2002.

**Subcontract Amount
Payable to DPH from
The Regents of the
University of California,
AIDS Research Center: \$20,000**

Subcontract Period: April 10, 2001 through April 9, 2002 (One year)

Source of Funds: The Regents of the University of California, AIDS Research Center (UCARC)

Required Match: None.

Indirect Costs: \$2,143 (12% of direct costs of \$17,857)

Description: The Federal Health Resources and Services Administration (HRSA) awarded UCARC a grant to fund "Estimating Unmet Needs for HIV Care." DPH, under a subcontract with UCARC which was entered into on July 18, 2001, is collaborating with UCARC to study persons receiving AIDS services in San Francisco.

According to Dr. Sandra Schwarcz of DPH, the work entails using the Department's AIDS Registry to determine the level of unmet health care needs, principally primary care needs, of persons diagnosed with HIV/AIDS. Under the subject subcontract, DPH will explore a range of operational definitions of unmet needs for primary care, examine how results differ with the full set of data available in San Francisco versus more limited data available in other locations, explore the analyses for key subgroups, and explore the unmet needs for other services.

BOARD OF SUPERVISORS
BUDGET ANALYST

Budget: The budget for the subject grant is as follows:

DPH Salaries:	
.10 FTE 2232 Sr. Physician (\$83,878)	\$8,388
.05 FTE 2232 Sr. Physician (\$95,860)	4,794
COLA (3%)	395
Fringe Benefits (24.3% of Salaries)	3,295
Materials and Supplies	<u>985</u>
Subtotal, Direct Costs	\$17,857
Indirect Costs (12% of Direct Costs)	<u>2,143</u>
TOTAL COSTS	\$20,000

Comments:

1. The subject subcontract is for the one-year period from April 10, 2001 through April 9, 2002. According to Ms. Diana Cheung of DPH, DPH has already entered into this subcontract with UCARC, and has begun work on this study. However, Ms. Cheung advises that DPH has not yet received reimbursement for the services provided, pending approval of the subject resolution. To date, Ms. Cheung advises that DPH has provided an estimated \$8,500 of services, or approximately 43 percent of the total \$20,000 subcontract, prior to the Board of Supervisors approval.

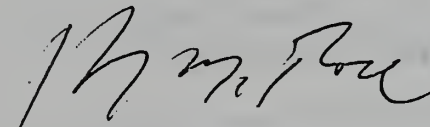
Ms. Cheung advises that DPH is late in bringing the proposed resolution before the Board of Supervisors because the Department was delayed in receiving the contract from UCARC until July 18, 2001. Ms. Cheung also notes that the Board of Supervisors approval of the subject agreement was further delayed by the Board's recess in August and September of 2001.

2. As shown in the budget for the subject grant, .15 FTE positions would provide direct services to the project. According to Ms. Cheung, these are existing DPH employees whose positions are funded by a collection of grants and are already coded "G" for grant-funded. Ms. Cheung advises that at the end of the subject subcontract, DPH will attempt to find other funding for their positions.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. The Department's Grant Information, which includes the Disability Access Checklist, is attached.

Recommendation: Because the Department has already entered into the subject subcontract and has already completed \$8,500 of services or approximately 43 percent of the total \$20,000 subcontract prior to obtaining approval of the Board of Supervisors, approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Ben Rosenfield

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Estimating Unmet Need for Primary Care
2. Department: Public Health; AIDS Office; Seroepidemiology and Surveillance
3. Contact Person: Billy Pick Telephone: 554-9048
Diana Cheung 554-9122
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$20,000
- 6a. Matching Funds Required: None
- b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: Health Resources and Services Administration (HRSA)
- b. Grant Pass-Through Agency (if applicable): Regents of the University of California; AIDS Research Center
8. Proposed Grant Project Summary: Project objectives include refining analyses of existing data used as inputs for the "Probability Method" to estimate unmet need for primary care in San Francisco; explore a range of operational definitions of unmet need for primary care; examine how results differ with the full set of data available in San Francisco versus more limited data available in other locations; explore the analyses for key subgroups; explore unmet need for other services; and participate in manuscript preparation.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 4/10/01 End-Date: 4/9/02
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
- 12a. Amount budgeted for contractual services: N/A
- b. Will contractual services be put out to bid?: N/A
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?: N/A
- d. Is this likely to be a one-time or ongoing request for contracting out?: N/A
- 13a. Does the budget include indirect costs? ☒ [X] Yes ☐ [] No

b1. If yes, how much?: \$\$2,143

b2. How was the amount calculated?: 12% of Direct Costs

c. If no, why are indirect costs not included?: N/A

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: No.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

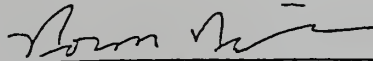
Comments:

Departmental or Mayor's Office of Disability Reviewer: Norm Nickens

(Name)

Deputy Director

(Title)



(Signature)

Date Reviewed: 9/20/21

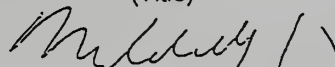
Department Approval:

Mitchell Katz, M.D.

(Name)

Director of Health

(Title)



(Signature)



City and County of San Francisco Main Library

Meeting Minutes

Public Health and Environment Committee

Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

Clerk: Deborah Muccino

Tuesday, October 23, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Mark Leno.

Members Absent: Leland Y. Yee.

MEETING CONVENED

The meeting convened at 10:05 a.m.

011520 [Expend DOC Beverage Container Recycling Payment]

Resolution authorizing the City Administrator to expend a \$230,484 payment from the Department of Conservation (DOC) for fiscal year 2000/2001. (Administrative Services Department)

8/15/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

9/25/01, CONTINUED. Heard in Committee. Speakers: Jack Macy, SWMP, Severin Campbell, Budget Analyst's Office. Continued to the meeting of October 9, 2001.

10/9/01, CONTINUED. Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Jared Blumenfeld, Department of Environment; Robert Haley, Solid Waste Management Program; John Kennedy, Deputy City Attorney; David Assmann, Department of Environment.

Continued to October 23, 2001.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Jared Blumenfeld, Department of the Environment.

Amend the title on Page 1, line 3, after "expend", add "retroactively"; at line 8 - after "The", delete "City"; after "The", add "Department of the Environment"; at line 13 - after "the", delete "City Administrator"; after "the", add "Department of the Environment"; after "expend", add "retroactively"; at line 15, after "the", delete "Solid Waste Management Program"; after "the", add "Department of the Environment".

AMENDED.

Resolution authorizing the City Administrator to expend retroactively a \$230,484 payment from the Department of Conservation (DOC) for fiscal year 2000/2001. (Administrative Services Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

DOCUMENTS DEPT.

OCT 25 2001

SAN FRANCISCO
PUBLIC LIBRARY

011771 [Recurring FY2001-2002 State grant funds to the Department of Public Health from the California Department of Health Services]

Resolution authorizing the acceptance and expenditure of State grant funds by the San Francisco Department of Public Health for FY 2001-2002. (Public Health Department)

10/2/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Lucille Burlew-Lawler, Department of Public Health.

RECOMMENDED.. by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

011789 [State Grant - Department of the Environment]

Mayor

Resolution authorizing the Department of the Environment to accept and expend a grant in the amount of up to \$300,000 from the California Integrated Waste Management Board for the purpose of increasing used motor oil recycling and household hazardous waste management. (Mayor)

10/9/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Jared Blumenfeld, Department of the Environment.

RECOMMENDED.. by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

011829 [Grant - Substance Abuse Services]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to accept and expend retroactively a grant in the amount of \$1,105,000 from the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Center for Substance Abuse Treatment (CSAT), for the period of August 1, 2001, to July 31, 2002. (Public Health Department)

10/9/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the October 23, 2001 meeting.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Dr. Alice Gleghorn, Department of Public Health.

RECOMMENDED by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

011620 [Alkyl Nitrates]

Supervisors Ammiano, Leno

Hearing regarding Alkyl Nitrates, commonly known as "Poppers", to discuss: (1) The point of sale warning, particularly if the warning needs to be revised; (2) How effective is it; (3) Is it being enforced.

9/17/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Sponsor requests this item be scheduled for consideration at the September 25, 2001 meeting.

Heard in Committee. Speakers: James Loyce, Department of Public Health; Hank Wilson, Committee to Monitor Poppers; Michael Lauro, Survive Aids; Jeff Getty, Survive Aids.

FILED by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

011761 [Biological, Chemical and Explosive Terrorist Threats]**Supervisor Leno**

Hearing on biological, chemical and explosive terrorist threat preparedness, utilizing the Department of Public Health's report from their Metropolitan Task Force Concept of Operations and Bio-terrorism Response Plan.
10/1/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Speakers: None.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

ADJOURNMENT

The meeting adjourned at 11:10 a.m.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

October 18, 2001

TO: Public Health & Environment Committee
FROM: Budget Analyst
SUBJECT: October 23, 2001 Public Health & Environment Committee Meeting

Item 1 - File 01-1520

Note: This item was continued by the Public Health and Environment Committee at its meeting of October 9, 2001.

Department: City Administrator
Solid Waste Management Program

Item: Resolution authorizing the City Administrator to expend a \$230,484 payment from the State Department of Conservation (DOC).

Payment Title: Beverage Container Recycling Payment (BCRP).

Payment Amount: \$230,484

Payment Period: July 1, 2001 to June 30, 2002 (one year) (see Comment 3)

Source of Funds: California Department of Conservation,
Division of Recycling.

Required Match: None

Indirect Costs: Indirect Costs are not allowed by the State DOC.

DOCUMENTS DEPT.

OCT 22 2001

SAN FRANCISCO
PUBLIC LIBRARY

Description:

The proposed resolution would authorize the City's Solid Waste Management Program (SWMP) to expend a \$230,484 beverage container recycling payment from the State Department of Conservation (DOC). According to Mr. Robert Haley from the SWMP, the subject payment in the amount of \$230,484 would allow SWMP to continue contracting with Barnes Clarke & Associates (see Comment 1) to develop additional public education and outreach campaigns on beverage container recycling in San Francisco. Mr. Haley advises that last fiscal year, Barnes Clarke & Associates developed and implemented beverage container recycling outreach for the Fantastic 3 program¹ and special events in the City.

For the past twenty years, the SWMP has worked with residents, businesses, and institutions to promote recycling efforts. The public education campaign produces media related items such as brochures, print articles, advertisements and bus boards in order to increase recycling and thereby comply with the State Integrated Waste Management Act (IWMA, Assembly Bill 939). The IWMA requires that California counties reduce the amount of their solid waste by 50 percent through recycling programs. San Francisco has currently achieved 42 percent reduction through existing recycling programs.

Budget:

A summary budget, provided by Mr. Haley, for the subject payment of \$230,484 is as follows:

Beverage Container Recycling Outreach Project	
"All Plastic Bottle" Recycling Outreach	\$133,750
"Fantastic 3" Phone Banking Outreach	53,250
Special Events Outreach	<u>43,484</u>
Total	\$230,484

Attachment I, provided by Mr. Haley, contains budget information on three recycling projects that would be funded with the subject beverage container recycling payment in the amount of \$230,484. According to Mr.

¹ According to Mr. Haley, the Fantastic 3 program is the new 3-bin residential and small business curbside recycling program that will replace the current curbside blue recycling bins.

Haley, the above budget was revised because SWMP will no longer purchase additional recycling receptacles (\$70,484 was previously budgeted for 235 recycling receptacles) based on concerns over the effectiveness of the receptacles. Mr. Haley advises that the \$70,484 originally budgeted for recycling receptacles will now be expended on the public outreach and education campaigns. The revised budget is an estimate for operating and personnel costs based on a current contract for a public education campaign with Barnes Clarke & Associates, a public relations consulting firm. Mr. Haley advises that the Barnes Clarke & Associates hourly rates range from a low of \$30 per hour to a high of \$175 per hour, depending on the type of service provided and hourly rates for providing such services.

Comments:

1. Mr. Haley advises that Barnes Clarke & Associates was selected through a Request for Proposals (RFP) process for a two-year contract for the period of July 1, 2000 through June 30, 2002, in the amount of \$460,000 (see Comment 6).

2. Mr. Haley advises that an amendment in 1999 to the State Bottle Bill (SB 332) provided ongoing funding beginning in 2000 in the amount of approximately \$230,000 each year to the City for programs and/or services related to beverage container recycling or litter reduction. This proposed payment is the second of such on-going payments that are anticipated to be received by SWMP from the State DOC. According to Mr. Haley, the State DOC authorizes the SWMP to expend the subject \$230,484 payment for programs and/or services related to beverage container recycling or litter reduction.

3. As noted above, the payment period is July 1, 2001 through June 30, 2002. According to Mr. Haley, SWMP has already begun to expend the subject monies. Therefore, the Budget Analyst recommends that the proposed resolution be amended to account for the retroactive expenditure of the subject payment from the State DOC by inserting the word "retroactively" after the phrase "to expend" in lines 3 and 13 on page 1 of the proposed resolution.

Memo to Public Health and Environment Committee
October 9, 2001 Public Health and Environment Committee Meeting

4. Mr. Haley advises that all expenditure of any future payments from the State DOC to SWMP for the subject program would be subject to the Board of Supervisors approval.

5. Attachment II, provided by SWMP, is the Department's Grant Application Information Form, which includes the Disability Access Checklist.

6. At its meeting of September 25, 2001, the Public Health and Environment Committee asked SWMP to: (1) provide details on the RFP process whereby Barnes Clarke & Associates was selected to develop public education campaigns on beverage container recycling and to provide recycling receptacles in San Francisco; (2) explain why the subject grant monies were expended prior to receiving Board of Supervisors approval; (3) provide details on how the subject grant monies would be expended; and, (4) provide information on the outcome measurements to determine the effectiveness of the subject recycling program.

The attached memorandum (Attachment III), provided by SWMP, addresses these above requests from the Public Health and Environment Committee. In Attachment III, Mr. Haley states that the RFP process was conducted twice to ensure the fairness of the process and Barnes Clarke & Associates was selected both times. Attachment III also states that the subject grant monies were spent prior to Board of Supervisors approval because Barnes Clarke & Associates had gotten a late start on its two-year contract and needed to continue minimal planning and development work in order to accomplish its work by the end of FY 2001-2002. Mr. Haley advises in the attached memorandum that SWMP has eliminated the purchase of additional recycling receptacles based on concerns over the effectiveness of the recycling receptacles. Therefore, the funds previously budgeted for recycling receptacles will now be spent on public outreach, according to Mr. Haley. In Attachment III, Mr. Haley notes that SWMP will measure the overall change in recycling levels before and after the public outreach campaigns on recycling as a measure of the effectiveness of the subject recycling program.

BOARD OF SUPERVISORS
BUDGET ANALYST

7. At its meeting of October 9, 2001, the Public Health and Environment Committee asked SWMP to: (1) provide more details on the three proposed beverage container outreach projects, including information on how the effectiveness of the three outreach projects will be measured; and (2) provide FY 2000-2001 expenditure figures.

Attachment IV, provided by SWMP, describes the outreach activities that Barnes Clarke & Associates would provide for each of the three outreach projects and how the effectiveness of each outreach project would be measured. As shown in Attachment IV, the effectiveness of the "All Plastic Bottle" Outreach Project and the "Fantastic 3" Phone Banking Outreach Project would be measured by comparing the tonnage recycled before and after the outreach projects. Also shown in Attachment IV, the effectiveness of the Special Events outreach project would be determined by measuring the amount recycled at special events. Mr. Haley advises that SWMP will work with special event sponsors to determine how to measure the amount of beverage containers recycled. Mr. Haley further advises that SWMP will attempt to collect recycling data from various special events and then SWMP will be able to compare the amounts recycled for different special events as well as compare the amounts recycled over time for special events that occur annually.

Attachment V, provided by SWMP, contains expenditure figures for FY 2000-2001 which total \$231,063. According to Mr. Haley, in FY 2000-2001 SWMP (a) expended \$44,461 on its contract with Barnes Clarke & Associates, (b) ordered, but has not yet installed, 79 recycling receptacles at a total cost of \$23,758 (79 times \$300 per receptacle), and (c) budgeted \$162,844 (543 times \$300) for an additional 543 recycling receptacles to be installed throughout the City. However, Mr. Haley advises that the Department of Public Works (DPW), which orders and installs the recycling receptacles on behalf of SWMP, has not yet ordered those 543 recycling receptacles. Mr. Haley states that he is uncertain why DPW has not yet ordered the 543 recycling receptacles.

Memo to Public Health and Environment Committee
October 9, 2001 Public Health and Environment Committee Meeting

Mr. Haley advises that he spoke to the State Department of Conservation (DOC) on October 18, 2001 about the fact that the 543 receptacles have not been ordered in order to determine what SWMP must do with the \$162,844 which was budgeted for the recycling receptacles in FY 2000-2001. Mr. Haley advises that the State DOC said that they would (1) allow SWMP to use the \$162,844 from FY 2000-2001 in FY 2001-2002; and, (2) grant SWMP the flexibility to use the \$162,844 in FY 2001-2002 based on SWMP's determination of the best use of such funds. Mr. Haley advises that as of the writing of this report, SWMP has not determined the best use of such funds. However, Mr. Haley states that SWMP could use such funds to (a) purchase the 543 recycling receptacles as budgeted for FY 2000-2001, or, (b) study the efficacy of the current design of the recycling receptacles and research other potential recycling receptacles designs if the current design is shown to be ineffective, or, (c) enhance the three beverage container recycling outreach projects. According to Mr. Haley, DPW has agreed to return the monies to SMWP which were work-ordered to them for the purchase and installation of the recycling receptacles if SWMP decides not to purchase such recycling receptacles.

Recommendations:

1. In accordance with Comment 3 above, amend the proposed resolution as follows:
 - (a) on page 1, line 3, in the title, insert the word "retroactively" after "to expend" so that the phrase reads, "to expend retroactively a \$230,484 payment..."
 - (b) on page 1, line 13, insert the word "retroactively" after "to expend" so that the phrase reads, "to expend retroactively a \$230,484 beverage container recycling payment..."
2. Approval of the proposed resolution, as amended is a policy matter for the Board of Supervisors due to (a) the retroactive nature of this request, (b) because consulting services of an additional \$70,484 would replace funds previously budgeted for 235 recycling receptacles which would no longer be provided, (c) the fact that the additional 543 recycling receptacles (\$162,844) which were budgeted for FY 2000-2001 were not ordered, and, (d) although the State DOC has given SWMP the

Memo to Public Health and Environment Committee
October 9, 2001 Public Health and Environment Committee Meeting

flexibility to use the \$162,844 from FY 2000-2001 which were budgeted for 543 recycling receptacles in FY 2001-2002, based on SWMP's determination of the best use of such funds, as of the writing of this report, SWMP has not determined how these funds will be expended.

2001-2002 Proposed Budget -- Beverage Container Recycling
Contract Total \$230,484.00

Project	Activity	Estimated Cost	Estimated Timing
"All Plastic Bottle" Recycling - campaign to announce new citywide recycling element	Creative Services (campaign strategy, message development)	\$5,000.00	1-2 weeks
	Artwork (design and production of theme in ads and other deliverables)	\$25,000.00	4-6 weeks
	Production Management (development of campaign including confirmation of outreach opportunities, general campaign management, media outreach)	\$27,500.00	through program
	Copy Writing (development of all written documents including ad and media copy and preparation of post-project analysis)	\$12,500.00	3-4 weeks
	Community Outreach (creation of and attendance at events to promote program)	\$27,500.00	3-4 weeks
	Advertising Placement (bus signs, community newspapers)	\$35,000.00	N/A
	Administration and Overhead	\$1,250.00	through program
	PROJECT TOTAL	\$133,750.00	
	Creative Services (development of outreach strategy)	\$1,500.00	1-2 weeks
	Production Management (general management of program)	\$1,500.00	through program
"Panlastic 3" Phone Banking - outreach to customers new to the three cart recycling program	Copy Writing (development of phone scripts and preparation of post-project analysis)	\$5,000.00	1-2 weeks, plus 1-2 weeks after calling
	Phone Bank Outreach (phone bank implementation, including payroll for managers and callers)	\$45,000.00	12 weeks
	Administration and Overhead	\$250.00	through program
	PROJECT TOTAL	\$53,250.00	

Project	Activity	Estimated Cost	Estimated Timing
Special Events (street fairs, athletic events, etc.) - outreach to special event promoters, coordinators and facilities to educate about City regulations and on need for recycling beverage containers	Creative Services (program strategy)	\$3,000.00	3-4 weeks
	Production Management (creation and promotion of meetings for appropriate parties, media management, general project management)	\$15,250.00	through program
	Copy Writing (document creation such as letters, brochures, media documents and web text)	\$10,000.00	3-4 weeks
	Artwork (design and production of brochure)	\$15,000.00	4 weeks
	Administration and Overhead	\$234.00	through program
	PROJECT TOTAL	\$43,484.00	

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to expend payment.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Beverage Container Recycling Payment
2. Department: Solid Waste Management Program
3. Contact Person: Robert Haley Telephone: (415) 554-3439
4. Grant Approval Status (check one):
☒ Approved by funding agency ☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$230,484.
- 6a. Matching Funds Required: \$0
- b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: California Department of Conservation, Division of Recycling
- b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: To increase beverage container recycling by implementing public education campaigns, establishing additional public recycling receptacles and coordinating recycling at special events
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: July 1, 2001 End-Date: June 30, 2002
10. Number of new positions created and funded: 0
11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: \$230,484
- b. Will contractual services be put out to bid? Yes
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes
- d. Is this likely to be a one-time or ongoing request for contracting out? Ongoing
- 13a. Does the budget include indirect costs? ☐ Yes ☒ No

1. If yes, how much?
2. How was the amount calculated?
- c. If no, why are indirect costs not included?
- ☒ Not allowed by granting agency
- ☐ Other (please explain):
- ☐ To maximize use of grant funds on direct services
14. Any other significant grant requirements or comments: Funding is to be used for beverage container recycling

Disability Access Checklist

15. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Public education programs shall include accessible materials in alternative formats. MOD can assist.

Departmental or Mayor's Office of Disability Reviewer: W. P. L. Director, MOD
(Name)

Date Reviewed: 14 August 2001

Department Approval:

Paul Horcher	Director
(Name)	(Title)
<u>Paul W. Horcher</u>	
(Signature)	



SOLID WASTE MANAGEMENT PROGRAM

RECYCLING PROGRAM □ HAZARDOUS WASTE MANAGEMENT PROGRAM

WILLIE L. BROWN, JR.
MAYOR

PAUL V. HORCHER
DIRECTOR

To: Maureen Singleton, Board of Supervisors Budget Analyst

From: Robert Haley

Date: October 3, 2001

Subject: Expend DOC Beverage Container Recycling Payment Resolution

This memorandum is to address questions on the subject resolution raised at the September 25, 2001, Board of Supervisors Public Health and Environment Committee.

Contractor Selection Process

Barnes Clarke & Associates was selected through a standard request for proposals process. To ensure fairness the process was conducted twice. Barnes Clarke was selected both times by a clear-cut margin. Of the many public outreach consultants we have worked with over the years, Barnes Clarke has consistently been the best.

Retroactivity

Because the RFP process was conducted a second time, the Barnes Clarke contract was not certified until the end of FY 2000-01. The funding agency (the DOC) did not announce the amount available for FY 2001-02 until about the same time and the person managing the RFP process and contract left our office at this time. Barnes Clarke, having gotten a late start on the first year of their two-year contract, needed to continue minimal planning and development work to be able to accomplish the necessary work in FY 2001-02. All of these factors necessitated retroactivity. Now that we are clearer regarding retroactivity concerns and expend procedures, we will avoid retroactivity in the future.

Work Plan

We have eliminated the purchase of public recycling receptacles from the budget due to perceived concerns regarding them and to study their effectiveness further, and will therefore use all funds for recycling public outreach. Outreach will be focused on three beverage container recycling campaigns; "All Plastic Bottle" Recycling, "Fantastic 3" Phone Banking and "Special Events" Recycling. A more detailed, revised budget is attached.

The All Plastic Bottle Recycling campaign is expected to announce the addition of #3-7 plastic bottles to recycling programs operated by Norcal such as the existing Curbside, Apartment and Small Business Recycling Program and the new Fantastic 3 Program. The addition of these bottles will please many residents, increase recycling and simplify outreach messages. Norcal appears close to securing a market

for these bottles. If for some reason they are not able to secure the market, a similar campaign will be conducted instead to increase recycling of existing bottle and can types. The campaign will utilize bus signs, newspaper ads, posters, PR events and the like to encourage residents to recycle all bottles and cans, or the current range of bottles and cans, as appropriate.

As has been done in the past, the Fantastic 3 Phone Banking campaign supplements the printed outreach materials currently used in the program roll-out with phone calls to residents to reinforce messages and answer questions about the program. The Special Events Recycling campaign will improve recycling at special events such as street fairs and athletic events by conducting outreach to event promoters and vendors through direct contact and updated printed materials.

Outcomes

Contractor deliverables will be largely ads, printed materials, phone banking and post-project analyses. While increasing beverage container recycling is the primary objective of all three campaigns, paper recycling will also benefit. Measuring the effectiveness of such outreach campaigns is difficult, however, we will measure the overall changes in recycling levels before and after the campaigns from tonnage data provided by Norcal. Our goal is for the All Plastic Bottle and Fantastic 3 Phone Banking campaigns to achieve the 5% minimum annual increase in the recycling of plastic beverage bottles collected in San Francisco's Curbside, Apartment and Small Business Recycling Program called for in Board of Supervisors Resolution #001440. We expect a noticeable improvement in beverage container recycling at special events as a result of that campaign and will work with DPW and Norcal to try to measure improvements.

2001-2002 Proposed Activities Beverage Container Recycling

Project	Activities	Target Audiences	Measuring Effectiveness
"All Plastic Bottle" Recycling - campaign to announce new citywide recycling element	<ul style="list-style-type: none"> media outreach (including press releases, PSAs, op/eds, columns in neighborhood papers) kick-off event with media element, activities/games giveaways, such as bookmarks (est. 10,000 - mainly through branch libraries) or magnets (est. 5,000-7,500) posters for display in commercial corridors (est. 2,500-5,000) presentations at community meetings (est. 25-30) advertising in buses (est. 400-500 interior signs) and neighborhood newspapers (est. 10 publications) 	<p>1 - Citywide, for reinforcement of participation at home and work</p> <p>2 - Young, active residents (i.e. those who use beverage containers on the go)</p>	<p>1 - Analysis through comparison of tonnage before and after campaign</p> <p>2 - Specific review of tonnage in areas where outreach is concentrated (i.e. commercial corridors and near community meetings)</p>
"Fantastic 3" Phone Banking - outreach to customers new to the three cart recycling program	<ul style="list-style-type: none"> development of script and training for callers phone calls (est. 15,000) to encourage new F3 customers to properly use their carts post-calling report for analysis 	New Fantastic 3 customers (specific areas to be determined according to rollout of carts)	Post-campaign analysis through comparison of tonnage before and after phone calls.
Special Events (street fairs, athletic events, etc.) - outreach to special event promoters, coordinators, vendors and facilities to educate about City regulations and on need for recycling beverage containers	<ul style="list-style-type: none"> development of database of targeted parties/groups (est. 100-200 total) outreach materials, including brochure (est. 500) and letters informational meetings (est. 5-10) development of tracking medium for effectiveness 	<p>1 - Event promoters, coordinators and vendors</p> <p>2 - Non-profit agencies that hold special events</p> <p>3 - Special event facility managers</p>	Development of tracking mechanism with service providers (e.g. Norcal).

2000/2001 Expenditures

Project Development & Management	\$	17,457	
Fantastic 3 Ad & Brochure Design & Mailing	\$	14,163	
Fantastic 3 Phone Banking	\$	10,908	
Special Events Ad Design & Placement	\$	<u>1,933</u>	
Barnes Clarke Subtotal	\$	44,461	
Recycling Receptacles Ordered	\$	23,758	
Recycling Receptacles Not Yet Ordered	\$	<u>162,844</u>	
Total	\$	231,063	

Memo to Public Health and Environment Committee
October 23, 2001 Public Health and Environment Committee Meeting

Item 2 – File 01-1771

Department: Department of Public Health (DPH)

Item: Resolution authorizing the acceptance and expenditure of State grant funds by the San Francisco Department of Public Health for FY 2001-2002.

Amount: \$23,547,730

Source of Funds: Agencies of the State of California (see Attachment I)

Description: According to Section 11.1 of the Administrative Provisions of Fiscal Year 2001-2002 Annual Appropriation Ordinance, recurring grants, included in the Department's annual budget submission, that were previously approved by the Board of Supervisors do not require separate authorization by resolution of the Board of Supervisors for the acceptance and expenditure of such grants. However, the agencies of the State of California that provide grant funds to the DPH require the Department to provide documentation of the Board's approval of their grant funds (State Administrative Manual Section 1208.2(a)). The proposed resolution would authorize the DPH to accept and expend State funding for 47 recurring grants, totaling \$24,225,523 (See Comment No. 1). These grants were previously approved by the Board of Supervisors in the FY 2001-2002 DPH Budget.

Comments:

1. The Attachment, provided by DPH, contains a list of 47 recurring State grants provided to DPH for FY 2001-2002. According to Ms. Lucille Burlew-Lawler of DPH, of the \$23,547,730 in State grant funds, \$22,869,937, or 97.1 percent, of the grant funds are for direct program costs and \$677,793, or 2.9 percent, are to pay for the City's indirect costs.
2. As noted above, approval of the proposed resolution would be consistent with the FY 2001-2002 Administrative Provisions of the Annual Appropriation Ordinance previously approved by the Board of Supervisors.

Recommendation: Approve the proposed resolution.

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 2001-2002 STATE GRANTS, SCHEDULE A

Attachment
Page 1 of 6

Program/ Sub-Program	Agency	State Contract #	FY 01-02 Grant Term	FY 01-02 Grant Amt.	FY 01-02 Indirect Costs	Indirect Cost Information	Title, Services, FY 2001-02
AIDS Office	State		7/1/01-6/30/02	\$790,000	-\$0-	N/A	Early Intervention/Primary Care
							Services to prevent/delay progression of disease and transmission of infection.
AIDS Office	State		4/1/01-3/31/02	\$1,447,223	-\$0-	N/A	CARE Title II
							Comprehensive AIDS resources for emergency disaster relief.
AIDS Office	State		7/1/01-6/30/02	\$1,737,782	\$52,114	N/A	AIDS Education and Prevention
							Coordination, quality assurance and HIV/AIDS education services to targeted populations.
AIDS Office	State		7/1/01-6/30/02	\$874,000	-\$0-	N/A	HIV Testing Program
							Anonymous and confidential HIV testing services.
AIDS Office	State		7/1/01-6/30/02	\$341,000	-\$0-	N/A	AIDS Surveillance (Local Assistance Block Grant)
							Establish and expand active AIDS case surveillance.
AIDS Office	State		7/1/01-6/30/02	\$1,224,869	-\$0-	N/A	HIV/AIDS Intervention, Prevention, and Continuity of Care Demonstration Projects for Incarcerated Individuals
							Comprehensive AIDS services for incarcerated individuals.
AIDS Office	State		7/1/01-6/30/02	\$149,069	-\$0-	N/A	AIDS Drug Assistance Program
							Provides prescription drugs to treat HIV disease at low or no cost to low income HIV infected persons.
AIDS Office	State		7/1/01-6/30/02	\$65,000	-\$0-	N/A	Young Men's Survey
							Study of prevalence of HIV, STD, hepatitis and related risk behaviors.
CIIS MCH	State	99-85747	10/1/01-9/30/02	\$1,802,267	-\$0-	N/A	WIC Program
							Nutrition services to women and infants and children under age five.
CIIS MCH	State	01-15652	10/1/01-9/30/02	\$367,757	\$19,522	7% of total personnel	Nutrition Network
							To promote healthy eating and a physically active lifestyle.
CIIS MCH	State		10/1/01-9/30/02	\$60,000	\$4,466	10% of total personnel	Project LEAN
							To support Nutrition Network activities and implement a community-based social marketing plan.

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 2001-2002 STATE GRANTS, SCHEDULE A

Attachment
Page 2 of 6

Program/ Sub-Program	Agency	State Contract, #	FY 01-02 Grant Term	FY 01-02 Grant Amt.	FY 01-02 Indirect Costs	Indirect Cost Information	Title, Services, FY 2001-02
CIIS MCII	State		7/1/01-6/30/02	\$1,234,091	\$123,409	10% of total	Perinatal, MCH Allotment
							Coordination and advocacy for programs and services targeting women and children. Prenatal care guidance, and toll-free line.
CHS MCII	State		7/1/01-6/30/02	-\$20,000	-\$0.	N/A	Perinatal Outreach (Consolidated with Perinatal MCH)
							Comprehensive perinatal outreach services and tobacco cessation services to women & children.
CIIS MCII	State		7/1/01-6/30/02	-\$30,000	-\$0.	N/A	Fetal/Infant Mortality Review (Consolidated with Perinatal MCH)
							Identify gaps in services which contribute to mortality.
CHS MCH	State	CHDP	7/1/01-6/30/02	\$310,101	\$42,590	21.87% of salaries	CHDP - EPSDT
		EPSDT	7/1/01-6/30/02	\$1,801,082	\$192,240	21.87% of salaries	Child health and disability prevention services.
CIIS MCII	State		7/1/01-6/30/02	\$549,398	\$13,053	N/A	Black Infant Health
							Education, support, and case management to African-American pregnant women and their infants. City wide task force.
							Teen Smart Outreach
CIIS MCII	State		7/1/01-6/30/02	\$43,500	\$2,643	10% of salaries	Outreach and counseling services to adolescents, with Maxine Hall Health Center.
							Health Care Program for Children in Foster Care
CIIS MCII	Fed/State		7/1/01-6/30/02	\$126,310	-\$0.	N/A	Increase public health nursing time to meet the needs of children in foster care.
							Childhood Lead Prevention Program and Lead Medi-Cal Allocation
	State		7/1/01-6/30/02	\$629,858	\$51,308	15% of salaries	Identifying and managing cases of children with elevated levels of lead in blood.
							Removing Barriers to Effective Asthma Management
CIIS Community Health Promotion and Prevention	State		7/1/01-6/30/02	\$362,993	\$2,368	.556% of mod direct costs	Services for infants, toddlers and children up to 5 years of age.

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 2001-2002 STATE GRANTS, SCHEDULE A

Attachment
Page 3 of 6

Program/ Sub-Program	Agency	State Contract #	FY 01-02 Grant Term	FY 01-02 Grant Amt.	FY 01-02 Indirect Costs	Indirect Cost Information	Title, Services, FY 2001-02
CHS Community Health Promotion and Prevention	State		7/1/01-6/30/02	\$29,731	\$1,398	23.05%	Dental Education Services Education, screening, and follow up services for pre and elementary school children.
CHS Community Health Promotion and Prevention	State	TCS-01-38	7/1/01-6/30/02	\$630,392	\$29,267	16% of personnel costs	AB 75 Health Education Tobacco Tax Provide tobacco education in accordance with the State Comprehensive Tobacco Control Plan.
CHS Community Health Promotion and Prevention	State		10/1/01-9/30/02	\$708,100	-\$0.	N/A	Breast and Cervical Cancer Control Program (BCCCP)
							Outreach, education, screening and follow-up for low-income women.
CHS Community Health Promotion and Prevention	Fed/State	01-90-9460-1	10/1/01-9/30/02	\$165,000	-\$0.	N/A	Refugee Health Assessment Program TB/communicable disease control, health education and counseling services to refugees.
CHS Community Health Promotion and Prevention	State		10/1/01-9/30/02	\$82,908	-\$0.	N/A	Immigrant Public Health Immigrant Public Health services and refugee preventive health services.
CHS Community Health Promotion and Prevention	State	00-90735	7/1/01-6/30/02	\$150,000	\$5,961	12% of personnel costs	Children & Youth Domestic Violence Free Expand domestic violence prevention in San Francisco.

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 2001-2002 STATE GRANTS, SCHEDULE A

Attachment
Page 4 of 6

Program/ Sub-Program	Agency	State Contract. #	FY 01-02 Grant Term	FY-01-02 Grant Amt.	FY-01-02 Indirect Costs	Indirect Cost Information	Title, Services, FY 2001-02
CHS Community Health Promotion and Prevention	State	PS0029	6/1/01-9/30/02	\$187,403	\$17,614	15% of personnel costs	San Francisco Pedestrian Safety Comprehensive pedestrian injury surveillance system.
CHS Community Health Promotion and Prevention	State	09-06515	7/1/00-9/30/01	\$37,763	\$2,694	20% of personnel costs	Pedestrian Safety Planning Safe Communities coalitions unite to address pedestrian safety and injury prevention.
CHS Community Health Promotion and Prevention	State	11097	7/1/01-3/31/02	\$798,353	\$24,946	15% of personnel costs	San Francisco CBO Traffic and Pedestrian Safety Establish a city-wide mini-grant program to promote community-based solutions to traffic safety problems in a variety of settings.
CHS Mental Health	Fed/State		7/1/01-8/30/02	\$169,594	\$3,928	2% of total amount	McKinney Homeless PATH Mental health services for mentally ill who are homeless or at risk of becoming homeless.
CHS Mental Health	Fed/State	00-70160-000	7/1/01-6/30/02	\$100,000	\$2,000	2% of direct costs	Continuum HIV Day Support Services Adult Day Care services to people with HIV/AIDS.
CHS Mental Health	Fed/State	00-70160-000	7/1/01-6/30/02	\$164,000	\$3,280	2% of direct costs	AIDS Dementia & Residential Support Services AIDS/ARC/HIV mental health residential and adult day services at the Peter Claver Community.
CHS Mental Health	Fed/State		7/1/01-6/30/02	\$2,182,524	-\$0.	N/A	SAMHSA - System of Care/Family Mosaic Services to seriously mentally ill adults, older adults, and seriously emotionally disturbed children and youth.
CHS Mental Health	State	Letter	10/15/00-6/30/01	\$1,661,167	-\$0.	N/A	AB2034 Integrated Services Program Integrated services for seriously mentally ill and dual/multiply diagnosed adults 18 years and older.
CHS Substance Abuse	State	DCP-00-0038- 02	7/1/01-6/30/02	\$375,478	-\$0.	N/A	Drug Court Partnership Program. Outpatient and residential services; ancillary services such as life skill training and housing services.

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 2001-2002 STATE GRANTS, SCHEDULE A

Attachment
Page 5 of 6

Program/ Sub-Program	Agency	State Contract #	FY 01-02 Grant Term	FY-01-02 Grant Amt.	FY-01-02 Indirect Costs	Indirect Cost Information	Title, Services, FY 2001-02
CHS Substance Abuse	State	CDC1-000/1-38-01	12/29/01-12/29/02	\$221,532	-\$0-	N/A	Comprehensive Drug Court Implementation Project Assist the SF County Juvenile Drug Court Program, Youth Treatment and Education to enhance existing services and expand capacity.
CHSS Environmental Health & OSH	State	01-012-555-0	7/1/01-6/30/02	\$539,242	\$66,862	16% of salaries and benefits	LUST-LOP Project
							Local oversight of cleanup activities at leaking underground storage tank sites.
CHSS Environmental Health & OSH	State	EA11-01-4902	6/30/01-6/30/02	\$23,241	-\$0-	N/A	Solid Waste Permit and Inspection Program Funds to permit local enforcement agencies to acquire additional resources.
CHSS Environmental Health & OSH	State		1/1/01-12/31/01	\$5,000	-\$0-	N/A	Oil Spill Prevention and Response Input in development of SF Bay/San Joaquin Delta Area.
CHSS Environmental Health & OSH	State	EMS-0063	10/1/00-9/30/01	\$69,997	\$4,880	10% of personnel	Trauma System Evaluation Development of a plan to strengthen the relationship between San Francisco and San Mateo trauma systems.
CHSS Community Health Epidemiology	Fed/State	01-15224	7/1/01-6/30/02	\$458,778	-\$0-	N/A	Immunization Services and Collaborative Immunization Project Grant
							Prevention, surveillance and outbreak control for vaccine preventable diseases and a new collaborative immunization project.
CHSS Community Health Epidemiology	State		10/1/01-9/30/02	\$23,210	-\$0-	N/A	Public Health Preparedness and Response to Bioterrorism
							Partially fund the City's Metropolitan Medical Response System to respond to the threat of bioterrorism and biological warfare.
CHSS STD Prevention & Control	State	98-16008A1	4/1/01-3/31/02	\$123,778	\$11,252	10% of total direct costs	STD Training Program
							STD training for health providers in San Francisco and surrounding Bay Area counties.

Item 3 – File 01-1789

Department: Department of the Environment(DOE)

Item: Resolution authorizing the Department of the Environment to accept and expend a grant in the amount of up to \$300,000 from the California Integrated Waste Management Board for the purpose of increasing used motor oil recycling and household hazardous waste management.

Grant Amount: \$253,269

Grant Period: July 1, 2001 through June 30, 2004 (3 years, See Comment No. 1)

Source of Funds: California Integrated Waste Management Board

Indirect Costs: None. The proposed resolution would waive inclusion of indirect costs because such costs are not allowed by the granting agency.

Description: The California Oil Recycling Enhancement Act provides funds to cities and counties for establishing and maintaining local used oil collection programs that encourage recycling or appropriate disposal of used oil. The subject grant would be used for motor oil and oil filter recycling programs, including used oil/filter collection and public education; to promote household hazardous waste management programs and services; and to prevent illegal dumping of used oil.

The subject grant would consist of \$85,000 to develop a new used oil collection facility in the Marina and to maintain 50 existing used oil collection centers; \$3,000 to sponsor special one-day neighborhood events at three oil collection sites over the course of the year; \$45,269 to publicize and educate residents, school children, and the general public through the San Francisco Unified School District, newspaper and radio ads, and other outreach activities; \$60,000 to fund a contract to collect used oil for recycling at the homes of residences; and \$60,000 to fund a contractual Grant Coordinator and staff time on Oil Program projects.

BOARD OF SUPERVISORS

BUDGET ANALYST

Budget:

The proposed grant budget is as follows:

<u>Permanent Collection Facility</u>			
Certified Collection Centers	\$10,000		
Marina Project	<u>75,000</u>		
Subtotal		\$85,000	
<u>Temporary or Mobile Collection</u>			
Hauling/Recycling	\$1,000		
Temporary Events	1,000		
Filter Collection	<u>1,000</u>		
Subtotal		3,000	
Residential Collection Contract		60,000	
<u>Publicity and Education</u>			
Public Education	\$20,269		
School Education	10,000		
Special Events	5,000		
Newspaper	<u>10,000</u>		
Subtotal		45,269	
<u>Personnel</u>			
Grant Coordinator Contract	40,000		
.12 FTE Hazardous Waste	8,692		
Program Manager			
.25 FTE Hazardous Waste	<u>11,308</u>		
Project Associate			
Subtotal		<u>60,000</u>	
Total Budget		\$253,269	

Comments:

1. The grant period for the subject grant was intended to begin on July 1, 2001. Ms. Marjaneh Zarrehparvar of the Department of the Environment states that the grant is only now coming before the Board, almost four months after the grant period was intended to begin, because the award letter was not received from the State until August 15, 2001. Ms. Zarrehparvar advises that the proposed resolution must be submitted to the California Integrated Waste Management Board by November 13, 2001 to actually secure the subject grant funds. Ms. Zarrehparvar further advises that, to date, no funds have been expended from the subject grant, and that the projected start date of the grant project has been delayed until early next year.

2. The proposed grant budget allocates a total of \$100,000 for contractual services, including \$40,000 for an oil

BOARD OF SUPERVISORS

BUDGET ANALYST

Grant Coordinator Contract and \$60,000 for a Residential Collection contract. The Grant Information Form, which is included as an Attachment to this report, states that the contractual services will be put out to bid however, Ms. Zarrehparvar advises that the \$40,000 contract to coordinate the overall oil collection and recycling grant program would be awarded on a sole-source basis. Ms. Zarrehparvar reports that Ecovision Solutions currently has an existing contract with DOE which extends through December of 2001 for oil collection and recycling program coordination from a previous Oil Program grant. Ms. Zarrehparvar reports that she is requesting a sole source waiver for Ecovision Solutions to continue to provide Grant Coordinator services based on Ecovision Solutions' unique expertise in coordinating the San Francisco Used Oil Recycling Program. Ms. Zarrehparvar reports that if a waiver is not granted, the contract would be put out to bid.

Ms. Zarrehparvar reports that the \$60,000 contract for residential collection of used oil would be awarded through a Request for Proposal (RFP) process in April of 2002.

3. Ms. Zarrehparvar advises that the proposed grant would reimburse the Department for staff time spent on the grant for a .12 FTE Hazardous Waste Program Manager at a cost of \$8,692 for salary and fringe benefits and .25 FTE Hazardous Waste Project Associate at a cost of \$11,308 for salary and fringe benefits.

4. The Attachment, provided by the Department of the Environment, is the Grant Information Form which includes the Disability Access Checklist. As previously noted, although the Grant Information Form states that the two contracts will be put out to bid, the Department now advises that one of these contracts is being requested to be awarded on a sole source basis and the other contract would be awarded through a RFP process.

Recommendation: Approve the proposed resolution.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Used Oil Recycling Block Grant—Seventh Cycle, Fiscal Year 2001/2002- UBG7-01-5930

2. Department: Department of Environment, Solid Waste Management Program

3. Contact Person: Marjaneh Zarrehparvar Telephone: 415-554-1648

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 300,000

✓ 6a. Matching Funds Required: None

b. Source(s) of matching funds (if applicable): Not Applicable.

7a. Grant Source Agency: California Integrated Waste Management Board

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: To implement used motor oil and oil filter recycling programs, including used oil/filter collection and public education; to promote household hazardous waste management programs and services.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2001

End-Date: June 30, 2004

✓ 10. Number of new positions created and funded: none

11. If new positions are created, explain the disposition of employees once the grant ends? Not Applicable

12a. Amount budgeted for contractual services: \$100,000

b. Will contractual services be put out to bid? YES.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? YES.

d. Is this likely to be a one-time or ongoing request for contracting out? One-time.

✓ 13a. Does the budget include indirect costs? ☐ [] Yes ☒ [X] No

b1. If yes, how much? \$ Not Applicable.

b2. How was the amount calculated? Not Applicable.

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☐ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: *OUTREACH and NOTICE TO THE PUBLIC WILL INCLUDE PUBLIC SERVICE ANNOUNCEMENTS FOR PEOPLE WITH VISUAL IMPAIRMENTS.*

Departmental or Mayor's Office of Disability Reviewer: *Sam P. [Signature]*
(Name) (Assistant Director)

Date Reviewed: 10/3/01

Department Approval: _____
(Name) (Title)

(Signature)

Memo to Public Health and Environment Committee
October 23, 2001 Public Health and Environment Committee Meeting

Item 4 – File 01-1829

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health to accept and expend retroactively a grant in the amount of \$1,105,000 from the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Center for Substance Abuse Treatment (CSAT), for the period of August 1, 2001 to July 31, 2002.

Grant Amount: \$1,105,000

Grant Period: August 1, 2001 to July 31, 2002 (One year, See Comment No. 1)

Source of Funds: U.S. Substance Abuse and Mental Health Services Administration (SAMSHA) and Center for Substance Abuse Treatment (CSAT)

Indirect Costs: \$32,008 (9.18% of Salaries)

Description: The Department of Public Health (DPH) has been awarded a \$1,105,000 grant from the Federal Substance Abuse and Mental Health Services Administration (SAMSHA) and Center for Substance Abuse (CSAT) to expand and evaluate substance abuse treatment services in San Francisco in three ways: 1) \$793,819 to initiate a program for the Office-Based Opiate Addiction Treatment (OBOAT); 2) \$161,181 to expand the use of pharmacological therapies for clients in existing substance abuse treatment programs; and 3) \$150,000 to provide for continuing evaluation of the impact of Treatment on Demand (TOD) services.

According to Ms. Kirsten Melbye of Community Substance Abuse Services (CSAS), the substance abuse treatment services under the proposed grant would provide alternatives to traditional treatments. The proposed OBOAT program is an alternative to the use of the traditional methadone treatment centers by allowing clients to be treated through doctors and to receive medications through pharmacies rather than receiving treatment and medication at one of the City's methadone

treatment centers under the traditional methadone program. The proposed pharmacological therapy program would add the option for a prescription medication component to the traditional substance abuse treatment program. The Treatment on Demand program was initiated by the City and County of San Francisco in 1996 and strives to provide accessible substance abuse services to anyone who requests services, which would continue to be evaluated with the proposed grant funds.

Budget:

The proposed grant budget is as follows:

Salaries	\$348,671	
Fringe Benefits (25% of Salaries)	<u>87,167</u>	
Subtotal Salaries and Fringe Benefits		\$435,838
Equipment		20,000
Supplies		2,500
Travel		4,569
Other		146,144
Contractual Services		<u>463,941</u>
	Subtotal Direct Costs	\$1,072,992
	Indirect Costs (9.18% of Salaries)	<u>32,008</u>
	Total Budget	\$1,105,000

Attachment I, provided by Ms. Melbye, divides the proposed \$1,105,000 budget into the three proposed program areas.

Comments:

1. The proposed grant period is for the one-year period from August 1, 2001 through July 31, 2002. Therefore, the subject resolution authorizes the DPH to retroactively accept and expend these grant funds. According to Ms. Melbye, the proposed grant is only now coming before the Board of Supervisors, approximately three months after the grant period began because notification of the grant award was not received by DPH until August 13, 2001. Ms. Melbye advises that commencement of the grant has been delayed until approximately November 1, 2001 and that, to date, no funds have been expended under the proposed grant.

2. The subject grant would create 5.88 FTE positions, 5.18 FTE positions in the OBOAT Program and 0.7 FTE positions in the pharmacology therapy in substance abuse

program. In accordance with the proposed resolution, all positions would be designated as "G" or grant-funded positions and would terminate when the subject grant expires.

3. The budget contains \$146,144 in Other expenses. Ms. Melbye advises that these expenses include the prescribed medications, drug tests and office expenses.

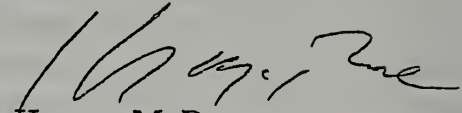
4. Under the proposed grant, \$463,941 is budgeted for contractual services, divided among the OBOAT pilot program (\$302,241), the pharmacology therapy in substance abuse programs (\$11,700), and the Treatment on Demand evaluation (\$150,000). According to Ms. Melbye, the OBOAT pilot program contract would provide physician services and methadone to clients in the program and would be awarded based on a Request for Proposal (RFP) process.

Ms. Melbye reports that the contractual services for the pharmacology therapy program and the Treatment on Demand evaluation would be awarded on a sole source basis, both to the University of California - San Francisco. Ms. Melbye advises that the proposed pharmacology therapy contract would be awarded to the University of California (UC) because UC has extensive expertise in pharmacological therapy to provide consultation services to clients. In addition, Ms. Melbye advises that the Treatment on Demand evaluation contract would be awarded to UC on a sole source basis because this contract would be an extension of an existing contract where UC has tracked the program, studied how the services have been used by clients, and evaluated the program's successes and failures.

5. Attachment II is the Grant Information Form, including the Disability Access Checklist.

Memo to Public Health and Environment Committee
October 23, 2001 Public Health and Environment Committee Meeting

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Ben Rosenfield

Substance Abuse and Mental Health Services Administration/Center for Substance Abuse Treatment

OA 01-001 Special Program

Grant Period: from August 1, 2001 to July 31, 2002

Budget Period: from August 1, 2001 to July 31, 2002

Treatment on Demand Service Expansion

Budget Project Year 01

SAN FRANCISCO OFFICE BASED OPIATE TREATMENT (OBOT) PILOT PROGRAM

LINE ITEM BUDGET

Budget Category	OBOT Pilot	Pharmacology	TOD Evaluation	Total
Personnel	325,993	22,678	0	348,671
Fringe Benefits	81,498	5,669	0	87,167
Travel	4,569	0	0	4,569
Equipment	20,000	0	0	20,000
Supplies	2,500	0	0	2,500
Contractual	302,241	11,700	150,000	463,941
Construction	0	0	0	0
Other	27,092	119,052	0	146,144
Total Direct Charges	763,893	159,099	150,000	1,072,992
Indirect Charges	29,926	2,082	0	32,008
TOTALS	793,819	161,181	150,000	1,105,000

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Treatment on Demand Service Expansion
2. Department: Public Health, Community Substance Abuse Services
3. Contact Person: Kirsten Melbye, MHS Telephone: (415) 255-3587
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$1,105,000

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: CSAT/SAMHSA

b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary: This grant is from SAMHSA/CSAT to expand and evaluate substance abuse treatment services in San Francisco through three ways. The first is to initiate a pilot program for the Office-Based Opiate Addiction Treatment (OBOAT). Second, the money will be used to expand the use of pharmacological therapies for clients in substance abuse treatment programs. Third, this grant will provide for continuing evaluation of the impact of Treatment on Demand services. The grant period is from August 1, 2001, to July 31, 2002. The Principle Investigator is Alice Gleghorn, PhD, Director of Research Epidemiology and Grants at CSAS.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 08/01/01

End-Date: 07/31/02

Number of new positions created and funded: For the OBOAT portion of the grant, there will be 5.18 FTE positions divided among 15 employees for 1 year. The increasing pharmacology in drug treatment programs will require 0.7 FTE divided among 2 employees for 9 months.

If new positions are created, explain the disposition of employees once the grant ends? : The positions will terminate when the grant funding ends.

12a. Amount budgeted for contractual services: \$463,941

b. Will contractual services be put out to bid? : The OBOAT pilot program will be placed out to bid. The pharmacology and Treatment on Demand evaluation are sole source contracts.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : Yes.

Is this likely to be a one-time or ongoing request for contracting out? : One-time.

13a. Does the budget include indirect costs? [X] Yes [] No

b1. If yes, how much? \$32,008

b2. How was the amount calculated? The City and County of San Francisco, Department of Public Health, Community Substance Abuse Services has an indirect cost rate of 9.18% of salaries.
 $\$348,671 \times 0.0918 = \$32,008$

c. If no, why are indirect costs not included?

[] Not allowed by granting agency [] To maximize use of grant funds on direct services
[] Other (please explain):

14. Any other significant grant requirements or comments: N/A

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

<input checked="" type="checkbox"/> Existing Site(s)	<input checked="" type="checkbox"/> Existing Structure(s)	<input checked="" type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input checked="" type="checkbox"/> New Program(s) or Service(s)
<input type="checkbox"/> New Site(s)	<input type="checkbox"/> New Structure(s)	

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Norm Nickens Deputy Director
(Name) (Title)

Date Reviewed: 9/24/01

Norm Nickens

Department Approval: Barbara Garcia Deputy Director of Population Health and Prevention
(Name) (Title)

[Signature]
(Signature)

Mitch Katz, M.D., Director of Health

[Signature]
(Signature)

590.80
#2
1/13/01
c 2



City and County of San Francisco

[All Committees]
Government Document Section
Main Library

Meeting Minutes

Public Health and Environment Committee

Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

Clerk: Deborah Muccino

Tuesday, November 13, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

MEETING CONVENED.

The meeting convened at 10:03 a.m. Supervisor Maxwell was noted present at 10:25 a.m.

011493 [Federal grant for Clean Air Program]

Supervisor Leno

Resolution authorizing the Department of Environment and Department of Administrative Services to accept and expend a grant in the amount of \$150,000 from the United States Department of Energy (DOE) for the purpose of providing rebates to subsidize the purchase of alternative fuel vehicles. (Administrative Services Department)

8/15/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Rick Ruvalo, Department of the Environment.

RECOMMENDED.. by the following vote:

Ayes: 2 - Yee, Leno
Absent: 1 - Maxwell

011880 [Contract funds for study of long-term effects of HIV infection]

Supervisor Leno

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to enter retroactively into an agreement in the amount of \$69,799 with Public Health Foundation Enterprises Inc. (PHFE), the primary contractor, to fund a study of HIV Strain Diversity and Nonprogressors; for the period of July 1, 2001 to June 30, 2002. (Public Health Department)

10/12/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Mario Moreno, Department of Public Health; Jonathan Fucus, MD, Department of Public Health.

Amend Page 2, at line 1, add "Further Resolved, That these positions shall be designated as grant "G" funded positions and the authorization for these positions shall terminate when the grant terminates."

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 2 - Yee, Leno
Absent: 1 - Maxwell

DOCUMENTS DEPT.

NOV 15 2001

SAN FRANCISCO
PUBLIC LIBRARY

011882 [Study of Viagra Use Among Men Who Have Sex With Men in San Francisco]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to enter retroactively into a subcontract agreement in the amount of \$25,000 with the Regents of the University of California to participate in a project to study the use of Viagra among men who have sex with men in San Francisco; for the period of July 1, 2001 to June 30, 2002. (Public Health Department)

10/16/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Dr. Sandy Schwartz, Department of Public Health; John Kennedy, Deputy City Attorney, City Attorney's Office.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011936 [Grant - HIV/AIDS confidential counseling and testing]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to accept and expend retroactively a grant in the amount of \$175,000 from the California Family Health Council, Inc. (CFHC), to enhance and expand HIV/AIDS confidential counseling and testing services in family planning agency clinics and to enter into an agreement for the use of these funds; for the period of September 1, 2001, through August 31, 2002. (Public Health Department)

10/29/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Mildred Crear, Department of Public Health.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 10:33 a.m.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

November 8, 2001

TO: Public Health & Environment Committee

FROM: Budget Analyst

SUBJECT: November 13, 2001 Public Health & Environment Committee Meeting

Item 1 - File 01-1493

Departments: Department of the Environment (DOE)
Department of Administrative Services (DAS)

Item: Resolution authorizing the Department of the Environment and the Department of Administrative Services to accept and expend a grant in the amount of \$150,000 from the Federal Department of Energy for the purpose of providing rebates to subsidize the purchase of alternative fuel vehicles.

Grant Amount: \$150,000

Grant Period: June 1, 2000 through May 31, 2003 (three years -- see Comment No. 1)

Source of Funds: Federal Department of Energy

Required Match: None

Indirect Costs: None

Description: The proposed resolution would authorize DOE and DAS to accept and expend a \$150,000 grant from the Federal

DOCUMENTS DEPT.

NOV 13 2001

SAN FRANCISCO
PUBLIC LIBRARY

Department of Energy. This grant would provide rebates in the amount of \$2,000 each to subsidize the purchase of 75 alternative fuel vehicles. Rebates would be given to City departments, private taxi companies that operate their vehicles in the City or at the Airport, and private Airport shuttle bus companies. According to Mr. Rick Ruvolo of DOE, only one rebate would be given per alternative fuel vehicle purchased by a City department, taxi company or Airport shuttle bus company. However, Mr. Ruvolo notes that there is no maximum amount of rebates that one City department, taxi company or Airport shuttle bus company can receive in total. Mr. Ruvolo reports that DOE, in consultation with DAS, would decide how these 75 rebates get distributed. As of the writing of this report, no formal guidelines have been established for the allocation of these rebates. Mr. Ruvolo advises, as of the writing of this report, the specific recipients of these \$2,000 rebates cannot be identified and potential other funding sources are not known. Further, Mr. Ruvolo advises that the DOE and DOA would not assign priority to City departments over taxi companies and Airport shuttle bus companies when DOE and DOA are determining how the subject rebates would be distributed.

An alternative fuel vehicle is a vehicle that uses fuel other than gasoline, diesel or other substantially petroleum-based fuels, such as Compressed Natural Gas (CNG) and electric vehicles. Alternative fuels are less polluting than gasoline or diesel fuel.

Under the Section 85.7 of the Administrative Code, City departments are required to purchase or lease only (1) passenger vehicles and light duty trucks that are rated as ultra-low and zero emission vehicles, (2) medium duty vehicles with engines that are rated as ultra-low or super ultra-low emission engines, and (3) heavy duty vehicles with engines that are certified under the optional standards for their exhaust emissions as established by the California Air Resources Board. In addition, in accordance with Section 85.7, at least 10 percent of the passenger vehicles and light duty trucks purchased or leased by the City must be zero emission vehicles.

The above-noted emission requirements do not apply to (a) any motor vehicles that are used for public safety purposes such as Police Department vehicles, Fire Department vehicles, ambulances and other emergency vehicles or (b) to the acquisition of buses by the Public Transportation Department for the Municipal Railway. In addition, the Director of DAS is authorized to grant an exemption from these emission requirements to City departments if certain criteria are met, such as if the department demonstrates the following: (a) no model of motor vehicle or motorized equipment is available that complies with the requirements of Section 85.7 of the Administrative Code and meets the specifications of the department for its intended use, (b) the cost of the vehicle or motorized equipment that complies with the requirements of Section 85.7 of the Administrative Code is more than one and a half times the cost of an equivalent low emission vehicle or motorized equipment powered by gasoline or diesel fuel, or (c) use of the vehicle or motorized equipment that complies with the requirements of Section 85.7 of the Administrative Code would significantly disrupt departmental operations due to the lack of adequate fueling and/or maintenance facilities for those motor vehicles or motorized equipment.

Budget:

The subject \$150,000 in grant funds would provide 75 rebates in the amount of \$2,000 each to City departments, taxi companies that operate their vehicles in the City or at the Airport, and Airport shuttle bus companies to subsidize the purchase of 75 alternative fuel vehicles.

Comments:

1. As previously noted, the subject grant period is from June 1, 2000 through May 31, 2003. According to Mr. Ruvolo, the resolution to accept and expend these grant funds was delayed for over a year because of administrative delays at the U.S. Department of Energy. Although the subject grant period began on June 1, 2000, Mr. Ruvolo reports that no grant funds have been accepted or expended to date.

2. According to Mr. Ruvolo, DOE expects to receive the first installment of \$74,000 of the \$150,000 grant from the Federal Department of Energy upon approval of this proposed resolution by the Board of Supervisors. The

Department anticipates that it will receive the remaining \$76,000 prior to May 31, 2003, the end of the subject grant period. Mr. Ruvolo notes that DOE will not commit to providing any subsidies for alternative fuel vehicles until DOE receives the subject funds.

3. Section 85.7(g) of the Administrative Code states that regional, State, or Federal grants can only be used as follows: (a) to fund the entire purchase or lease price of an alternative fuel vehicle or motorized alternative fuel equipment that is used in a pilot program or demonstration project, or (b) to fund the difference in the purchase or lease price between an alternative fuel vehicle or motorized alternative fuel equipment and the gasoline or diesel-fueled motor vehicle or motorized equipment that would otherwise be purchased or leased. According to Ms. Judy Wong of the Office of Contract Administration, Purchasing Division, although there is a wide range of prices for alternative fuel vehicles and gasoline or diesel-fueled vehicles depending on the type of vehicle, alternative fuel vehicles typically cost approximately \$3,000 more than comparable gasoline or diesel-fueled vehicles that would otherwise be purchased or leased. Mr. Ruvolo reports that, in most cases, the 75 rebates in the amount of \$2,000 each, for a total of \$150,000 which would be funded by the subject grant, would cover approximately 66.7 percent of the incremental cost between an alternative fuel vehicle and a comparable gasoline or diesel-fueled vehicle. As a result, the remaining approximately 33.3 percent of the incremental cost of an alternative fuel vehicle would be (a) funded either by other existing or future grants awarded to the City, (b) funds appropriated in City departmental annual budgets, or (c) funds provided by the private taxi or Airport shuttle bus companies.

4. The Attachment to this report is a copy of the Department's Grant Application Information Form for the proposed grant funds, which includes the Disability Access Checklist.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors because the proposed \$2,000 rebate per vehicle would only cover approximately 66.7 percent of the incremental cost of the alternative fuel vehicles, as noted in Comment No. 3.

File Number: _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Accept & Expend Grant Funds

To: The Board of Supervisors
Attn. Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

1. Department: Environment
2. Contact Person: Rick Ruvalo Telephone: 554-6184
3. Project Title: Clean Air Vehicle REbate Program
4. Grant Source Agency: U.S. Department of Energy
5. Type of Funds: ☒ Federal ☐ Federal-State (Pass-Through) ☐ State ☐ Local ☐ Private
6. Proposed (New / Continuation) Grant Project Summary:

This grant provides \$2000 rebates to subsidize the purchase of alternative fuel vehicles.

7. Amount of Grant Funding Applied for: \$150,000
8. Maximum Funding Amount Available: \$150,000
9. Required Matching Funds? Yes: ☐ No: ☒ / Cash or In-kind? _____

If yes, list dollar amount and identify source of Matching Funds in Department Budget:

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

N/A

12. Are indirect costs eligible costs for this grant? Yes: _____ No: x

If yes, please identify the amount of \$ in indirect costs? _____

13. Amount to be spent on contractual services: _____ 0

14. a.) Will contractual services be put out to bid? _____ no

b.) If so, will contract services help to further the goals of the department's MBE/WBE requirements? _____

15. Is this likely to be a one-time or ongoing request for contracting out? _____

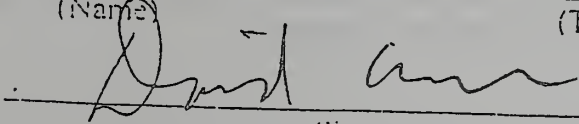
16. Term of Grant: Start-Date: 6/2000 End-Date: 5/31/2003

17. Date Department Notified of Available Funds: 9/2000

18. Grant Application Due Date: March 15, 2000

19. Grant Funding Guidelines and Options (selected from RFP, grant announcement or appropriations legislation):

Funds may only be used for \$2000 rebates for the purchase of alternative fuel vehicles.

20. Department Head Approval: David Assmann Deputy Director
(Name) (Title)

(Signature)

Disability Access Checklist For Grant Applicants

Department of Environment

Name of Department or Agency

Clean Air Program
Name of Program or ServiceCity Hall, Room 362
AddressRick Ruvolo
Contact Person (Designated 504 Coordinator)554-6184
PhoneU.S. Department of Energy
Funding Agency

This grant is intended for activities at:

- ☐ New Site
☐ Existing Site
☐ Rehabilitation of Existing Site
☐ Multiple Sites (please list)

This grant will fund a:

- ☒ New Program or Service
☐ Existing Program or Service
☐ Multiple Programs or Services

REBATES for alternative fuel vehicles.Physical:

1. The program or service is wheelchair accessible for:
paths of travel Yes ☐ No ☐ N/
restrooms Yes ☐ No ☐
areas where services are provided Yes ☐ No ☐
2. Signage for sight-impaired:
in elevators Yes ☐ No ☐ N/
marking paths of travel Yes ☐ No ☐
3. Transportation is accessible if transportation is provided: Yes ☐ No ☐

Programmatic:

4. Eligibility criteria for the service or program do not exclude people with disabilities Yes ☐ No ☒
5. Complete data is maintained concerning number of disabled persons who participate in the program and the extent and type of their disabilities Yes ☐ No ☒
6. Program materials are offered, or can be made available, in alternative forms (e.g. Braille, large print, cassette) Yes ☐ No ☐ N/

March 14, 2000
Solicitation Number: DE-PS36-00G010498

San Francisco Clean Cities Coalition
Rick Ruvolo
Clean Air Program Coordinator
Department of Administrative Services
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, room 362
San Francisco, CA 94102

Phone (415) 554-6184 Fax (415) 554-6168
rick_ruvolo@ci.sf.ca.us

Application for Clean Cities Dedicated Alternative Fuel Vehicle Rebate Program

Name of Primary Grant Applicant:	Rick Ruvolo
Name of Grantee Organization:	City and County of San Francisco
Type of Grantee Organization:	Local Government
Name of Authorized Representative:	William Lee
Title of Authorized Representative:	City Administrator
Address of Authorized Representative:	City and County of San Francisco 1 Dr. Carlton B. Goodlett Place, room 362 San Francisco, CA 94102
Phone Number and Fax Number:	(415) 554-4852 phone (415) 554-4849 fax
Email of Authorized Representative:	bill_lee@ci.sf.ca.us

Signature of Authorized Representative: _____

Memo to Public Health and Environment Committee
November 13, 2001 Public Health and Environment Committee Meeting

Item 2 – File 01-1880

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health to enter retroactively into an agreement in the amount of \$69,799 with Public Health Foundation Enterprises Inc., the primary contractor, to fund a study of HIV Strain Diversity and Nonprogressors; for the period of July 1, 2001 to June 30, 2002

Subcontract Amount Payable to DPH from Public Health Foundation Enterprises, Inc: \$69,799

Subcontract Period: July 1, 2001 through June 30, 2002 (One year, See Comment No. 1)

Source of Funds: Public Health Foundation Enterprises Inc. (PHFE)

Indirect Costs: \$5,131 (16% of Total Modified Direct Costs of \$32,070, See Comment No. 2)

Description: The Public Health Foundation Enterprises Inc. (PHFE), a non-profit health organization, has received \$230,632 from the National Institutes of Allergy and Infectious Disease, a branch of the U.S. National Institutes of Health, since July of 1997 for projects focusing on HIV/AIDS disease progression. PHFE has awarded the Department of Public Health a subcontract in the amount of \$69,799 to participate in a study with the PHFE by providing and maintaining a unique research group of gay and bisexual "nonprogressors," or long term HIV positive persons who have not developed AIDS, which is a group that was first developed by the Department. PHFE previously awarded the Department a \$30,632 subcontract from July 1, 1999 through June 30, 2001 to participate in this study.

The proposed subcontract would specifically fund a study to address the long-term effects of HIV infection and disease progression. The data generated about these men

Memo to Public Health and Environment Committee
November 13, 2001 Public Health and Environment Committee Meeting

would help to confirm that treating patients early in HIV infection may result in a larger proportion of patients who are nonprogressors.

Budget: The proposed budget is as follows:

DPH Personnel Costs

.05 FTE Sr. Physician Specialist	\$6,474	
.05 FTE Health Program Coordinator	3,379	
.10 FTE Disease Control Investigator	4,860	
.10 FTE Sr. IS Operator	4,641	
COLA (3%)	<u>382</u>	
Subtotal Salaries	\$19,736	
Fringe Benefits (25% of Salaries)	<u>4,839</u>	
Subtotal Personnel (.30 FTEs)		\$24,575

Travel	2,945	
Materials and Supplies	950	
Other	<u>3,600</u>	
Subtotal, Modified Direct Costs		\$32,070

Contractual Services

Biostatistician	12,918	
Clinical Lab Services	10,240	
Blood Storage	<u>9,440</u>	
Total Contractual Services		<u>32,598</u>

Total Direct Cost		\$64,668
Indirect Cost (16% of Total Modified Direct Cost)		<u>5,131</u>
Total Budget		\$69,799

Comments:

1. The subject subcontract period began on July 1, 2001 and the proposed resolution, therefore, provides for retroactive approval of the proposed subcontract. Mr. Mario Moreno of the Department of Public Health advises that the subcontract is only now coming before the Board, over four months after the subcontract began, because DPH staff were not available to administer these grant documents due to the departure of the Budget Analyst in the AIDS Research Finance Office and the Contracts Manager in the AIDS Research Office.

Mr. Moreno advises that since the previous grant period ended on June 30, 2001, the Department has suspended work on the project and personnel are working on other projects until approval of the proposed subcontract from the Board of Supervisors. To date, no funds have been expended from the proposed subcontract.

2. As shown in the above Budget, the proposed subcontract provides for indirect costs at the rate of 16% of the total modified direct costs of \$32,070. The Grant Information Form incorrectly states that the \$5,131 of indirect costs is based on the total modified direct costs of \$32,598. The actual total modified direct costs are \$32,070, of which 16 percent is \$5,131.

3. As shown in the above Budget, the subject subcontract would fund .30 FTE of existing positions at a cost of \$24,575 including salary and fringe benefits. Mr. Moreno advises that the .30 FTE positions would be designated "G," or grant-funded positions, which would terminate when the grant funds expire. However, the proposed resolution does not specifically state that the positions would be designated "G." Therefore, the proposed resolution should be amended to reflect the "G" designation, for these grant-funded positions.

4. Mr. Moreno advises that \$32,598 is budgeted for Contractual Services, consisting of three contracts, each to be awarded on a sole source basis to the University of California - San Francisco (UC). According to Mr. Moreno, a \$12,918 contract would be awarded to UC on a sole source basis to provide the biostatistical services of Dr. Eric Vittinghoff because of his familiarity with the study and his prior experience working with the Department.

In addition, Mr. Moreno reports that a \$10,240 contract would be awarded to UC on a sole source basis to administer clinical laboratory services for the study because of its previous work with the Department.

Finally, Mr. Moreno reports that a \$9,440 contract would be awarded to UC on a sole source basis for its expertise

Memo to Public Health and Environment Committee
November 13, 2001 Public Health and Environment Committee Meeting

in storing blood samples and its previous work with the Department.

5. The budget contains \$3,600 in Other expenses. Mr. Moreno advises this would include \$1,600 of postage, slide presentation, and delivery and courier services, and \$2,000 in client stipends for 40 participants in the study, or \$25 per participant for each of two visits.

6. The Attachment is the Grant Information Form, which includes the Disability Access Checklist. As noted above, the Grant Information Form incorrectly states the total of the modified direct costs is \$32,598 rather than the correct amount of \$32,070.

Recommendations:

1. In accordance with Comment No. 3, amend the proposed resolution to urge the Controller to designate the positions funded by the grant as "G," or grant-funded positions, which would terminate when the subject grant expires.
2. Approve the proposed resolution, as amended.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: HIV Strain Diversity and Nonprogressors
2. Department: Population Health and Prevention
AIDS Office
HIV Research Section
3. Contact Person: Susan Buchbinder, M.D. Telephone: 554-9030
4. Grant Approval Status (check one):
☒ Approved by funding agency ☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$69,799
- 6a. Matching Funds Required: None
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: National Institutes of Allergy and Infectious Disease
b. Grant Pass-Through Agency (if applicable): Public Health Foundation Enterprises, Inc.
8. Proposed Grant Project Summary: This study follows the City Clinic Cohort and is known throughout the world as the first study describing and understanding risk factors in HIV infection and disease progression among gay/bisexual men. The study will specifically address the long-term effects of HIV infection, including term non-progressors (healthy long-term positives) and is a collaboration of American and European researchers trying to understand what factors keep people healthy for long periods of time. The data generated about long-term nonprogressors is helping to confirm that treating patients early in HIV infection may help turn a larger proportion of people into long-term nonprogressors.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 7/1/01 End-Date: 6/30/02
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
- 12a. Amount budgeted for contractual services: \$32,598
b. Will contractual services be put out to bid?: No. Sole Source.
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?: N/A

d. Is this likely to be a one-time or ongoing request for contracting out?: One Time

13a. Does the budget include indirect costs?

[X] Yes

[] No

b1. If yes, how much?: \$5,131

b2. How was the amount calculated?: 16% of Total Modified Direct Costs of \$32,598

c. If no, why are indirect costs not included?: N/A

[] Not allowed by granting agency

[] To maximize use of grant funds on direct services

[] Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

[x] Existing Site(s)

[x] Existing Structure(s)

[] Existing Program(s) or Service(s)

[] Rehabilitated Site(s)

[] Rehabilitated Structure(s)

[x] New Program(s) or Service(s)

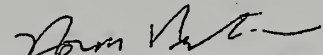
[] New Site(s)

[] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:


Comments:

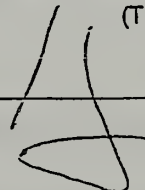
Departmental or Mayor's Office of Disability Reviewer: Norm Nickens Deputy Director
(Name) (Title)


(Signature)

Date Reviewed: 10.10.01

Department Approval: Mitchell H. Katz, M.D. Director of Health
(Name) (Title)


(Signature)



Memo to Public Health and Environment Committee
November 13, 2001 Public Health and Environment Committee Meeting

Item 3 – File 01-1882

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to enter retroactively into a subcontract agreement in the amount of \$25,000 with the Regents of the University of California to participate in a project to study the use of Viagra among men who have sex with men in San Francisco; for the period of July 1, 2001 to June 30, 2002.

Subcontract Amount
Payable to DPH from
the University of
California, AIDS
Research Center:

\$25,000

Subcontract Period: July 1, 2001 through June 30, 2002 (One year, See Comment No. 1)

Source of Funds: University of California, AIDS Research Center

Required Match: None (See Comment No. 3).

Indirect Costs: The terms of the subcontract prohibit the inclusion of indirect costs.

Description: The University of California AIDS Research Center awarded a \$25,000 subcontract to the Department of Public Health (DPH) on July 20, 2001 to study the use of Viagra among men who have sex with men in San Francisco. The objectives of this study include characterizing Viagra use among HIV-negative and HIV-positive men who have sex with men and the situations in which Viagra is used. The study would also assess the potential contribution of Viagra use to the risk of HIV transmission, gauge the extent to which Viagra is used in combination with prescription medications and illicit recreational drugs, and provide preliminary data for developing innovative HIV prevention interventions and targeted educational messages.

Memo to Public Health and Environment Committee
November 13, 2001 Public Health and Environment Committee Meeting

Budget: The proposed project budget of \$41,079, which includes the proposed grant funds of \$25,000 and in-kind contributions of \$16,079 from DPH is as follows:

Grant Funds

Personnel

.15 Project Director	\$9,513	
.10 Data Entry	<u>4,087</u>	
Salary Subtotal	\$13,600	
Fringe Benefits (25% of Salaries)	<u>3,400</u>	
Personnel Subtotal	\$17,000	
Contractual Services	<u>8,000</u>	
Total Grant Funds		\$25,000

In-Kind Contributions

.05 Principal Investigator (2232 Sr. Physician Specialist)	\$6,327	
.05 Principal Investigator (2232 Sr. Physician Specialist)	6,327	
Fringe Benefits (25% of Salaries)	3,164	
Data Entry Position Salary and Fringe Benefit Gap	<u>261</u>	
Total In-Kind Contributions		<u>16,079</u>
Total Project Costs		\$41,079

Comments:

1. The subcontract period began on July 1, 2001 and the proposed resolution provides for retroactive approval of this subcontract. According to Mr. Giuliano Nieri of DPH, the proposed subcontract is coming before the Board only now, over four months after the subcontract period began, because of administrative delays at the University of California – San Francisco (UC). Mr. Nieri advises that, to date, no work has been done and no funds have been expended under the subcontract. Nevertheless, Mr. Nieri advises that the work on the proposed subcontract would still be able to be completed by June 30, 2002.

2. Mr. Nieri also advises that the proposed budget includes \$8,000 in contractual services to be awarded to the STOP AIDS Project on a sole source basis because the STOP AIDS Project is the only organization in the Bay Area that has extensive contact with HIV-positive and HIV-negative men who have sex with men. The STOP AIDS Project would facilitate focus group meetings, administer questionnaires, and manage and analyze the resulting data.

Memo to Public Health and Environment Committee
November 13, 2001 Public Health and Environment Committee Meeting

3. Mr. Nieri advises that, although it is not required, in addition to the subject \$25,000 subcontract, the Department will provide a total of \$16,079 of in-kind contributions for a total project cost of \$41,079. Mr. Nieri further advises that these in-kind contributions are needed for this study due to grant underfunding of the Data Entry grant position and because DPH currently has two Principal Investigator staff positions who have expertise and experience with similar research. As shown above in the Budget Section, the in-kind contributions include the salary and fringe benefits for two .05 Principal Investigators and the remaining salary and fringe benefits of \$261 for the .10 Data Entry position. According to Ms. Diana Cheung, from the Department of Public Health, the two Principal Investigators and the one Data Entry position are currently included in the Department's FY 2001-2002 budget.

Mr. Nieri explains that the \$4,087 budgeted for the .10 salary of the Data Entry position does not fully fund the position at 10 percent of the position's base salary of \$42,961, or \$4,296, and is therefore underbudgeted by \$209. Additionally, only \$1,022 in fringe benefits is allocated for the .10 Data Entry position in the proposed budget, rather than 25 percent of the base salary of \$42,961, or \$1,074 (10 percent), representing a budgeted shortfall of \$52. Mr. Nieri, therefore, reports that in addition to in-kind contributions to pay for two 0.5 Principal Investigator positions, the Department would make an in-kind contribution of \$261 (\$209 for salaries plus \$52 for fringe benefits) for the Data Entry position, representing the difference between the budgeted salary and fringe benefits and the actual salary and fringe benefits for that .10 position.

4. The Attachment is the Grant Information Form, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

[X] No

b1. If yes, how much?: N/A

b2. How was the amount calculated?: N/A

c. If no, why are indirect costs not included?: N/A

☒ [X] Not allowed by granting agency

☐ [] To maximize use of grant funds on direct services

☐ [] Other (please explain):

14. Any other significant grant requirements or comments: No.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ [X] Existing Site(s)

☒ [X] Existing Structure(s)

☒ [X] Existing Program(s) or Service(s)

☐ [] Rehabilitated Site(s)

☐ [] Rehabilitated Structure(s)

☐ [] New Program(s) or Service(s)

☐ [] New Site(s)

☐ [] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

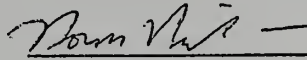
Comments:

Departmental or Mayor's Office of Disability Reviewer: Norm Nickens

(Name)

Deputy Director

(Title)



(Signature)

Date Reviewed: _____

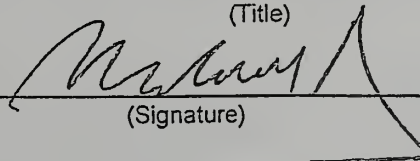
Department Approval:

Mitchell Katz, M.D.

(Name)

Director of Health

(Title)



(Signature)

Memo to Public Health and Environment Committee
November 13, 2001 Public Health and Environment Committee Meeting

Item 4 – File 01-1936

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health (DPH) to accept and expend retroactively a grant in the amount of \$175,000 from the California Family Health Council, Inc. (CFHC), to enhance and expand HIV/AIDS confidential counseling and testing services in family planning agency clinics and to enter into an agreement for the use of these funds; for the period of September 1, 2001 through August 31, 2002.

Grant Amount: \$175,000

Grant Period: September 1, 2001 through August 31, 2002 (One year), anticipated to be renewed for two additional years, through August 31, 2004 (See Comment No. 1)

Matching Funds: None required.

Source of Funds: California Family Health Council, Inc (CFHC)

Indirect Costs: \$18,988 (16.1% of Salaries)

Description: The proposed resolution would authorize the acceptance and expenditure of \$175,000 for the first year of a three-year grant that the non-profit California Family Health Council, Inc (CFHC) has awarded to the Department of Public Health (DPH). The subject grant funds would be used by DPH to enhance and expand confidential HIV/AIDS counseling and testing services in DPH family planning agency clinics, specifically targeted in areas that serve high-risk African Americans and Latinos.

Budget: The proposed grant budget is as follows:

Personnel

.05 FTE 2593 Program Director	\$3,445
.10 FTE 2591 Program Coordinator	6,160
1.0 FTE 2587 Health Worker	46,641
.85 FTE 2587 Health Worker	39,645
.50 FTE 9924 Public Service Aide	13,207
COLA (3%)	3,273
STEP (5%)	<u>5,455</u>
Subtotal Salaries	\$117,826

BOARD OF SUPERVISORS

BUDGET ANALYST

Memo to Public Health and Environment Committee
November 13, 2001 Public Health and Environment Committee Meeting

Fringe Benefits (25% of Salaries)	<u>29,456</u>	
Subtotal Personnel for 2.5 FTEs		\$147,282
Travel	1,760	
Supplies	3,000	
Contractual	1,500	
Other	<u>2,470</u>	
Subtotal Non-Personnel		<u>8,730</u>
Total Direct Costs		\$156,012
Indirect Costs (16.1% of Salaries)		<u>18,988</u>
Total Grant Budget		\$175,000

Comments:

1. The proposed grant period began on September 1, 2001, and the proposed resolution provides for retroactive acceptance and expenditure of this grant. According to Ms. Elizabeth Rojas-Colville of DPH, the proposed grant is coming before the Board only now, over two months after the grant period began, because the Department did not receive the award letter until October 3, 2001. Ms. Rojas-Colville advises that, to date, no work has been done and no funds have been expended from the proposed grant.

According to Ms. Rojas-Colville, the Department expects that the proposed grant will be renewed annually, for two additional years, extending through August 31, 2004. Ms. Rojas-Colville also anticipates that the level of grant funding will remain at \$175,000 per year. Therefore, Ms. Rojas-Colville advises that if the grant is renewed after the current grant year, the Department would budget the subject funds in the Department's FY 2002-2003 and FY 2003-2004 budget.

Attachment I, provided by Ms. Rojas-Colville, includes a budget summary for the subject grant for the first, second and third years of the grant. As shown in Attachment I, in the second and third years of the grant the salaries portion of the grant budget would be reduced, because Ms. Rojas-Colville advises that, the .05 FTE Program Director would not be funded under the subject grant. In addition, Ms. Rojas-Colville reports that in year three the .10 FTE Program Coordinator position would be reduced to a .05 FTE position.

2. The proposed grant funds 2.5 FTE positions. The proposed resolution states that these positions are coded

BOARD OF SUPERVISORS
BUDGET ANALYST

"G," or grant-funded positions, which would be terminated when the subject grant funding expires.

3. The proposed budget includes \$1,500 for contractual services to perform a program evaluation. According to Ms. Rojas-Colville, this program evaluation contract would be awarded to Ms. Shivaun Nestor on a sole source basis due to Ms. Nestor's familiarity with family planning data collection and her extensive knowledge and expertise in reproductive health and HIV/AIDS prevention.

4. The budget contains \$1,760 in Travel expenses which will fund \$1,260 for Fast Passes for two Health Workers and one Public Service Aide (\$35/month x 12 months x 3 personnel) to travel to meetings and training sites for one year and \$500 for two Health Workers and one Public Service Aide to attend in-State training workshops to update their current skills.

Ms. Rojas-Colville advises that \$2,470 in Other Expenses includes \$500 for training of personnel and \$1,970 for food certificates from either McDonald's or Safeway as participation incentives for approximately 394 clients. According to Ms. Rojas-Colville, these food certificates would each be valued at \$5 and would be given to clients who return to the clinic after being tested for HIV/AIDS to receive counseling and test results.

5. Attachment II is the Grant Information Form, provided by Ms. Rojas-Colville, which includes the Disability Access Checklist. According to Ms. Lucille Burlew-Lawler of DPH, the Grant Information Form incorrectly states that the proposal has not been reviewed for ADA compliance. Ms. Burlew-Lawler advises that the proposal has been reviewed and is in compliance with ADA requirements.

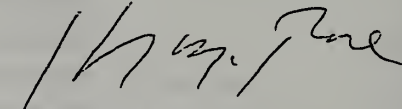
6. The Grant Information Form incorrectly states that matching funds are required. Ms. Rojas-Colville advises that the subject grant does not require matching funds, however, the subject grant does stipulate that the Department cannot supplant current funding for HIV/AIDS counseling and testing services with the subject grant funds. Therefore, Ms. Rojas-Colville reports that the Department will continue providing its current

Memo to Public Health and Environment Committee

November 13, 2001 Public Health and Environment Committee Meeting

level of HIV/AIDS counseling and testing services, in addition to the services which would be provided under the subject grant.

Recommendation: Approve the proposed resolution.


Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Ben Rosenfield

San Francisco Department of Public Health
Children, Youth & Families Section
Integration of HIV/AIDS Prevention Activities in Title X Family Planning
Provider in areas with Demonstrated High Risk for HIV/AIDS
BUDGET SUMMARY

	Year 1	Year 2	Year 3	Total Costs
Personnel	\$ 117,826	\$ 116,846	\$ 116,000	\$ 350,672
Mandatory Fringe	\$ 29,456	\$ 29,212	\$ 29,000	\$ 87,668
Total Personnel:	\$ 147,282	\$ 146,058	\$ 145,000	\$ 438,340
1. Travel: Local	\$ 1,260	\$ 840	\$ 840	\$ 2,940
2. Travel: Out of Jurisdiction	\$ 500	\$ 500	\$ 500	\$ 1,500
Total Travel Expenses:	\$ 1,760	\$ 1,340	\$ 1,340	\$ 4,400
Equipment	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 3,000
Educational Materials	\$ 2,000	\$ 3,500	\$ 3,500	\$ 9,000
Total Material & Supplies:	\$ 3,000	\$ 4,500	\$ 4,500	\$ 12,000
Technical Assistance	\$ 1,500		\$ 1,300	\$ 2,800
Total Contractual:	\$ 1,500		\$ 1,300	\$ 2,800
Other:				
1. Training	\$ 500	\$ 407	\$ 300	\$ 1,207
2. Participation Incentives	\$ 1,970	\$ 4,000	\$ 4,000	\$ 9,970
Total Other Expenses:	\$ 2,470	\$ 4,407	\$ 4,300	\$ 11,177
				\$ -
Total Direct Costs:	\$ 156,012	\$ 156,305	\$ 156,440	\$ 468,757
Indirect Costs (16%)	18,988	18,695	18,560.00	\$ 56,243
TOTAL BUDGET:	\$ 175,000	\$ 175,000	\$ 175,000	\$ 525,000

File Number: _____
(provided by the Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

1. Grant Title: Integration of HIV/AIDS Prevention Services in Title X Family Planning Projects in areas with Demonstrated High Risk for HIV/AIDS
2. Department: Department of Public Health, Community Health Services, Maternal and Child Health Section

3. Contact Person: Elizabeth Rojas-Colville Telephone: 575-5685

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency (\$175,000) ☐ [] Not yet approved (\$350,000)

5. Amount of Grant Funding Approved or Applied for: \$525,000

6a. Matching Funds Required: yes, no amount indicated however, grant funding is contingent receipt of other funds (see below).

b. Source(s) of matching funds: CDC Prevention Funds through SFDPH AIDS Office for clinic-based Counseling and Testing. The Family Planning program has received these funds for the last twelve years. The funding has been used to establish counseling and testing services in DPH clinics for women, their partners and others seeking family planning and related reproductive health services. A RFP for CDC prevention funds was issued in late May; the family planning program applied for funding \$135,000 to continue these services. Award announcements for these funds are anticipated early September.

7a. Grant Source Agency: Office of Population Affairs (OPA).

b. Grant Pass-Through Agency: California Family Health Council, INC. (CFHC)

8. Proposed Grant Project Summary: This project will expand Family Planning clinic-based HIV/AIDS counseling and testing services to at risk African American and Latino males and females and will enhance existing services in Family Planning clinics.

9. Grant Project Schedule:

Start-Date: 9/1/01

End-Date: 8/31/04

10. Number of new positions created and funded: 2.35 FTE

11. If new positions are created, explain the disposition of employee(s) once the grant ends: The disposition of the new positions will depend on the receipt of additional grant funding for similar projects.

12a. Amount to be spent on contractual services: \$2,800

b.) Will contractual services be put out to bid?: no

c.) If so, will contract services help to further the goals of the department's MBE/WBE requirements? : yes

d) Is this likely to be one-time or ongoing request for contracting out? One-time

13a. Does this budget include indirect costs? Yes

b. If no, why are indirect costs not included? :

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: None

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing

Program(s) or Service(s)

☐ Rehabilitated Site(s)
or Service(s)

☐ Rehabilitated Structure(s)

☐ New Program(s)

☒ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have not reviewed the proposal.

Departmental or Mayor's Office of Disability

Reviewer: Norm Nickens Norm Nickens, Deputy Director
(Name)

Date Reviewed: 10/22/01

Department Approval:

Mitchell Katz, M.D.

Director of Health

(Name)

(Title)

Mitchell Katz
(Signature)



City and County of San Francisco

Meeting Minutes

Public Health and Environment Committee

Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

Clerk: Deborah Muccino

Tuesday, November 27, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

DOCUMENTS DEPT.

MEETING CONVENED

NOV 30 2001

The meeting convened at 10:03 a.m.

SAN FRANCISCO
PUBLIC LIBRARY

011842 [Grant for older adults at risk for institutionalization or emergency public services]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to accept and expend retroactively a grant in the amount of \$985,000 from the California Department of Mental Health (CDMH) for the first year of the San Francisco City and County "Older Adult Partnership Assessment and Care Management" project to develop and implement an older adult system of care; for the period of Fiscal Year 2001 through Fiscal Year 2002. (Public Health Department)

11/9/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be calendared at the November 27, 2001 meeting.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Thomas Mesa, Department of Public Health; Melissa Grille.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

012006 [Sanctuary for Medical Cannabis]

Supervisors Leno, Maxwell, Gonzalez, Yee, Daly, Newsom, Ammiano, McGoldrick, Peskin

Resolution declaring the City and County of San Francisco a sanctuary for medical cannabis use, cultivation, and distribution, and urging the District Attorney for the City and County of San Francisco, the San Francisco Police Department, the San Francisco Sheriff's Department, the Attorney General for the State of California, and the California Department of Consumer Affairs - Medical Board of California not to assist in the harassment, arrest or prosecution of physicians, medical cannabis dispensaries, individual patients, or their primary caregivers attempting to comply with section 11362.5 of the California Health and Safety Code.

11/5/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Supervisor Mark Leno; Terence Hallinan, District Attorney; Melody Francis Gannon; Michael R. Aldrich, Ph.D. Executive Director, CHAMP; Tappie DuFresne, CHAMPS; Wayne Justmann, S.F. Patients Resource Center; Michelle Aldrich; Susanne Marks Ellis, Issues Committee, Human Rights Commission; Eric Levy, League of American Marijuana Patients and Supporters (LAMPS); Clark Sullivan, LAMPS; Frank Malinaro, CHAMPS; Lucifer/T.B Chesar R.N., League of American Marijuana Patients & Supporters; Rev. Sr. Rosemarie St. Martin de Porres Chapel; Ms. Genie Bowie, African American Mothers Alone; Elizabeth Frantes; Jonathan Beaver, LAMPS; Albert Laos; Cynthia Citizen, CHAMPS.

11/27/01: Amendment of the whole bearing same title.

AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

011334 [DPH Medical Cannabis ID Card Program]**Supervisor Leno**

Hearing to review the Department of Public Health's Medical Cannabis Identification Card Program.

*Heard in Committee. Speakers: Supervisor Mark Leno, Dr. Josh Bamberger, Department of Public Health; Michelle Aldrich; Susanne Marks Ellis, Issues Committee, Human Rights Commission; Ms. Genie Bowie, African American Mothers Alone; Terrie Frye, CHAMP; R. Stephen Ellis M.D., Put. Practice/SF; Lucifer/T.B. Chesar, LAMPS; Erik Levy, LAMPS; Tappie DuFresne, CHAMP; Melody Francis Gannon; Clark Sullivan, LAMPS; Gary Farnsworth, patient; Elizabeth Frantes.***CONTINUED TO CALL OF THE CHAIR by the following vote:**

Ayes: 3 - Maxwell, Yee, Leno

010505 [Heroin Overdose Deaths]**Supervisor Newsom**

Hearing on the efforts to reduce the number of heroin overdose deaths; with particular emphasis on "911 protocol"; rescue breathing, and Naloxene access.

3/19/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

*Speakers: None.***CONTINUED TO CALL OF THE CHAIR by the following vote:**

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT*The meeting adjourned at 11:43 a.m.*

CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT.

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

NOV 26 2001

SAN FRANCISCO
PUBLIC LIBRARY

November 21, 2001

TO: Public Health and Environment Committee
FROM: Budget Analyst
SUBJECT: November 27, 2001 Public Health and Environment Committee Meeting

Item 1 – File 01-1842

Department: Public Health

Item: Resolution authorizing the Department of Public Health to accept and expend retroactively a grant in the amount of \$985,000 from the California Department of Mental Health for the first year of the San Francisco City And County "Older Adult Partnership Assessment and Care Management" project to develop and implement an older adult system of care.

Grant Amount: \$985,000

Grant Period: July 1, 2001 through June 30, 2002 (One Year, See Comment No. 1)

Source of Funds: California Department of Mental Health

Required Match: None required.

Indirect Costs: \$105,337 (12% of Direct Costs)

BOARD OF SUPERVISORS
BUDGET ANALYST

Description:

The subject grant establishes a partnership between the Department of Public Health (DPH); the Department of Human Services (DHS); the non-profit Family Services Agency; the non-profit North of Market Senior Services; and the non-profit Goldman Institute on Aging. The subject grant will allow for the integration and coordination of physical and mental health resources for older adults who are at risk for institutionalization or emergency public services due to mental and/or physical illness. These physical and mental health resources will be provided at the Maulino Board and Care Facility, a licensed residential care facility that will offer 24-hour, 7 days per week accessibility in a non-hospital setting.

The partnership will allow staff to provide mental and physical health assessments, diagnosis, and respite for a short period of time, ranging from a few hours to a few days. This partnership will be used to study this older adult population and serve as a model for other cities and counties in California to provide integrated physical and mental health services for older adults.

Memo to Public Health and Environment Committee
November 27, 2001 Public Health and Environment Committee Meeting

Budget: The proposed budget is as follows:

DPH Personnel

1.0 FTE 2930 Social Worker	\$67,314	
Fringe Benefits (25% of Salaries)	<u>16,838</u>	
Subtotal Personnel		\$84,152
Fee-for-Service Examinations		15,000
Relief Staff		11,444
Office Space		1,740
Office and Medicinal Supplies		2,079
Food and Toiletries		22,000
Laundry and Cleaning Supplies		1,800
Repairs for Client-Caused Damages		4,500
Start-Up Costs		26,000
Reserve		<u>13,565</u>
		182,280

Work Order to DHS for Adult Protective Services

1.0 FTE 2930 Social Worker	\$62,400	
Fringe Benefits (25% of Salaries)	<u>15,600</u>	
Personnel Subtotal	\$78,000	
Operating Expenses	<u>1,500</u>	
Work Order Subtotal		79,500

Contractual Services

Family Services Agency	\$29,454	
Goldman Institute of Aging	44,688	
Maulino Board and Care Facility	130,000	
North of Market Senior Services	<u>413,741</u>	
Contractual Subtotal		<u>617,883</u>

Total Direct Costs	\$879,663
Indirect Costs (12% of Direct Costs)	<u>105,337</u>
Total Project Budget	\$985,000

Comments:

1. The proposed resolution authorizes acceptance and expenditure of the first year of the three-year subject grant. As noted on the Grant Information Form, there would not be a separate contract with the State for the second and third years of the grant. Instead, the State would add the subject grant funding in the second and third years to the City and County's previous allotment from the State. Mr. Thomas Mesa of DPH advises that a resolution authorizing the Department to accept and expend the subject grant funds would not be subject to the

BOARD OF SUPERVISORS
BUDGET ANALYST

Board of Supervisors approval in future years. Instead, as noted on the attached Grant Information Form, the subject grant would be included in the DPH's budget in FY 2002-2003 in the amount of \$975,000 and FY 2003-2004 in the amount of \$953,500. Over three years, the total amount of grant funding is expected to total \$2,913,500.

Mr. Mesa further advises that although the subject grant period was to begin on July 1, 2001, the proposed resolution is coming before the Board of Supervisors only now, almost five months after the subject grant period was to begin, because the award letter was not received until August and then administrative delays lengthened the processing of the subject grant. Ms. Mesa reports that, to date, no funds have been expended from the subject grant.

2. The subject grant creates 1.0 FTE 2930 Clinical Social Worker position at DPH. The Department budgeted the salary and benefits of this position by using the maximum salary available for the 2930 classification. The proposed resolution stipulates that this position would be coded "G," or grant-funded which would terminate when the subject grant expires.

3. As noted above, the subject grant is a partnership between DPH, DHS, Family Services Agency, North of Market Senior Services and the Goldman Institute on Aging. Under the proposed grant, 1.0 FTE 2930 Social Worker would be employed by DHS's Adult Protective Services and would be funded through a \$79,500 work order between DPH and DHS. This work order would include the Adult Protective Service's estimation of salary (\$62,400) and fringe benefits (\$15,600) using the mid-range for the 2930 classification salary for the 1.0 FTE 2930 Social Worker, as well as \$1,500 for operating expenses, including local travel and office supplies.

4. Mr. Mesa advises that the \$617,883 budgeted for contractual services, includes four contracts, all of which were awarded on a sole source basis. The project is a partnership between the four non-profit agencies (Family Services Agency, the Goldman Institute of Aging, North of

Market Senior Services and the Maulino Board and Care Facility) and DPH. According to Mr. Mesa, the non-profit Family Services Agency is already a vendor of DPH and the existing contract between Family Services Agency and DPH would be modified in the amount of \$29,454 under the subject grant to provide outreach to encourage seniors to participate in the available physical and mental health systems of care.

The Goldman Institute of Aging would be awarded a \$44,688 contract to provide dementia assessment and case management. Mr. Mesa advises that the Goldman Institute of Aging contract includes salaries and benefits for a 0.50 FTE Social Worker, funding for operating expenses and indirect cost reimbursement for the Goldman Institute of Aging.

According to Mr. Mesa, the Maulino Board and Care Facility was chosen by DPH to provide the residential care facility. Maulino Board and Care Facility has an existing Memorandum of Agreement with DPH to provide such services. Mr. Mesa advises that a new agreement would be negotiated in the amount of \$130,000 to provide exclusive access to six beds in the Maulino Board and Care Facility, which is located in the southeast Mission area of San Francisco.

According to Mr. Mesa, North of Market Senior Services, specializes in the primary care of seniors. Mr. Mesa advises that under the proposed grant, DPH would amend an existing contract with the North of Market Senior Services to provide \$413,741 in project management services. This contract includes \$311,912 in salaries and benefits for 1.4 FTE Nurses, 1.0 FTE Data Analyst, 1.0 FTE Administrative Assistant and 1.4 FTE Housekeepers. The contract also includes \$57,500 in operating expenses and \$44,329 in indirect costs for North of Market Senior Services.

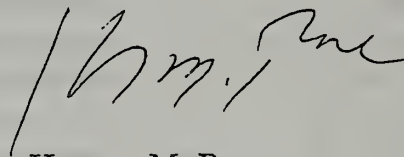
5. Mr. Mesa reports that the above budget allocates \$15,000 for fee-for-service examinations by primary care physicians, psychiatrists, or clinical psychologists in situations when the client's Medicare, Medi-Cal or private health insurance does not cover the requested services

and, therefore, cannot be billed. Additionally, \$11,444 is allocated for Maulino Board and Care Facility to replace staff for purposes of sick leave, holidays, or vacation leave. Mr. Mesa advises that these monies are needed when staff at Maulino Board and Care Facility request sick or vacation leave. Mr. Mesa further advises that this \$11,444 is not included in the Maulino Board and Care facility contract because DPH would provide funding for replacement staff only as it is needed.

Mr. Mesa further identifies \$26,000 in start-up costs to purchase telephones, furniture, linens, computers, entertainment and kitchen equipment at the Maulino Board and Care Facility that is not part of the Maulino Board and Care Facility contract because DPH wanted to maintain more direct control of the items to be purchased; \$4,500 in repairs for minor client-caused damages at the Maulino Board and Care Facility, including damage to carpets and chairs caused by clients; and \$13,565 is for a contingency fund for unanticipated expenses.

6. The Attachment is the Grant Information Form, provided by Mr. Mesa, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Ben Rosenfield

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Older Adult Partnership Assessment and Care Management Project

2. Department: Public Health

3. Contact Person: Thomas Mesa Telephone: 255-3749

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$2,913,500 total for a three year period: \$985,000 yr. 1; \$975,000 yr. 2; \$953,500 yr. 3). The State allocation letter for Fiscal Year 2001-02 will be released prior to the end of the Fiscal Year. There will be no separate contract with the State for these funds; rather, the State will add the grant funding to the City and County's allotment from the State (per enclosed award letter).

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable): N/A

7a. Grant Source Agency: California Department of Mental Health

b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary: This is an integrated partnership between The DPH (both Community Mental Health Services and North of Market Senior Services); Family Service Agency, Adult Protective Services; and Goldman Institute on Aging, to provide multiple clinical and professional assessments for those older adults at risk for institutionalization or emergency public services. By providing 24 hour, 7 day a week access for these older adults in a non-institutional setting, the project will demonstrate how those currently "falling through the cracks" can be identified, assessed and diagnosed, and hopefully placed in appropriate services to intervene in the cycle of repeated use of emergency services.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: FY 2001-02

End-Date: FY 2003-04

10. Number of new positions created and funded: 1.0 FTE 2930 Clinical Social Worker

11. If new positions are created, explain the disposition of employees once the grant ends? : Employee will be informed that employment is for the length of the grant period only.

12a. Amount budgeted for contractual services: Except for the salary and benefits for the civil service position itemized above, all other expenditures within the grant are contracted out. One of the proposed partners, Family Services Agency, already is a vendor with DPH and their contract will be modified in the amount of \$29,454 in the first fiscal year to include a Peer Counselor Supervisor (0.5 FTE). Another proposed partner, North of Market Senior Services, already is a vendor with DPH and their contract will be modified in the amount of \$413,741 in the first fiscal year to include nurse supervision and project management services. A new contract will be entered into with Goldman Institute of Aging in the amount of \$44,688 in the first fiscal year to include dementia assessment and case management. The costs of the services provided at the residential care facility, \$130,000, as well as various facility supplies will be covered under the standard and already existing CMHS MOA with Maulino Board and Care Services and be monitored through the existing fiscal intermediary DPH contract with Calvin Louie, CPA. Similarly, other supplies and professional fee for service payments will be made through the existing fiscal intermediary DPH contract with Calvin Louie, CPA. One social worker will be employed by Adult Protective Services and this will be funded through a MOU between DPH and DHS in the amount of \$79,500 during the first fiscal year.

b Will contractual services be put out to bid? : Contractual services will not be put out to bid, since this is a partnership with others who participated in the grant application, and partners will be hiring their own staffs.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : N/A

d. Is this likely to be a one-time or ongoing request for contracting out? : Services of partners will be contracted out on an ongoing basis over the life of the grant.

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$311,621 over three years: (\$105,337 yr. 1; \$104,187 yr. 2; \$102,097 yr. 3)

b2. How was the amount calculated? : 12% of staff and other expenses.

c. If no, why are indirect costs not included?: N/A

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: No

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Norm Nickens

Norm Nickens

Deputy Director

Date Reviewed: 11/5/01

Department Approval:

Mitchell H. Katz, M.D.

Director of Health



City and County of San Francisco

Meeting Minutes

Public Health and Environment Committee

Members: *Supervisors Sophie Maxwell, Leland Yee and Mark Leno*

94102-4689

Clerk: *Deborah Muccino*

Tuesday, December 11, 2001

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Mark Leno.

Members Absent: Leland Y. Yee.

Meeting Convened.*The meeting convened at 10:02 a.m.*

010491 [Expanding the authority of the Department of Animal Care and Control to issue dog licenses and enter into agreements with pet-related businesses and animal welfare organizations to issue dog licenses.]

Supervisors Leno, Maxwell

Ordinance amending the San Francisco Health Code by amending sections 41, 41.2, 41.4, 41.5, 41.15, 41.19, 41.20 and 41.22 to: (1) expand the authority of the Department of Animal Care and Control to issue dog licenses; (2) authorize the Director of Animal Care and Control to enter into agreements with persons and entities, including but not limited to, veterinarians, retailers of pet supplies and pet services and animal welfare organizations, to accept applications for, and issue dog licenses; and (3) make miscellaneous technical corrections and delete references to obsolete code sections and terms; and amending the San Francisco Business and Tax Regulations Code by amending section 221.3 to specify that dog license fees collected by the Department of Animal Care and Control be delivered to the San Francisco Animal Control and Welfare Fund. 3/19/01, ASSIGNED UNDER 30 DAY RULE to Public Health and Environment Committee, expires on 4/18/2001.

Heard in Committee. Speakers: Supervisor Leno; Deborah Newman, Budget Analyst's Office; Carl Friedman, Director, Animal Care and Control; Sergeant Herndon, San Francisco Police Department.

RECOMMENDED by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

011796 [Transportation of Aggregate Materials]

Supervisors Maxwell, Leno

Ordinance amending the San Francisco Administrative Code by adding a new Chapter 12T to require City Departments and contractors operating vehicles carrying dirt and other aggregate material to cover the load to prevent the entrainment of particulate material into the air during the transportation of such materials within San Francisco.

10/9/01, RECEIVED AND ASSIGNED to Rules Committee.

12/5/01, TRANSFERRED to Public Health and Environment Committee.

Heard in Committee. Speaker: Supervisor Maxwell.

RECOMMENDED by the following vote:

Ayes: 2 - Maxwell, Leno

Absent: 1 - Yee

DOCUMENTS DEPT.

DEC 13 2001

SAN FRANCISCO
PUBLIC LIBRARY

ADJOURNMENT

The meeting adjourned at 10:25 a.m.

CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT

BOARD OF SUPERVISORS

DEC 10 2001

BUDGET ANALYST

SAN FRANCISCO
PUBLIC LIBRARY

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

December 6, 2001

TO: Public Health & Environment Committee
FROM: Budget Analyst
SUBJECT: December 11, 2001 Public Health & Environment Committee Meeting

Item 1 - File 01-0491

Departments: Treasurer and Tax Collector's Office
Department of Animal Care and Control

Item: Ordinance amending (a) Sections 41, 41.2, 41.4, 41.5, 41.15, 41.19, 41.20 and 41.22 of the San Francisco Municipal Code (Health Code) to: (1) expand the authority of the Department of Animal Care and Control to issue dog licenses by authorizing the Director of Animal Care and Control to enter into agreements with persons and entities, including but not limited to veterinarians, retailers of pet supplies and pet services and animal welfare organizations, to accept applications and payment for, and issue dog licenses; and, (2) make miscellaneous technical corrections and delete references to obsolete Code sections and terms; and, (b) amending Section 221.3 of the San Francisco Business and Tax Regulations Code to specify that all dog license fees collected by the Department of Animal Care and Control be remitted to the San Francisco Animal Control and Welfare Fund.

Description: The proposed ordinance amending the City's Health Code and Business and Tax Regulations Code would:

- Authorize the Director of Animal Care and Control to enter into agreements with other entities, such as pet store retailers, animal grooming services, animal welfare organizations and veterinarians, to allow these entities (a) to accept applications and payment for dog licenses and (b) to issue dog licenses;
- Specify that monies collected for dog licenses by other authorized dog-licensing entities be remitted to the Animal Care and Control Welfare Fund¹; and
- Correct references to obsolete terms and Code citations.

Comments:

1. Currently, both the Tax Collector and the Department of Animal Care and Control can issue dog licenses. The Budget Analyst notes that both the 1995 Management Audit and the 1998 Follow-up Audit of the Tax Collector's Office, conducted by the Budget Analyst's Office, recommended that the Department of Animal Care and Control be solely responsible for the administration of all dog registration and licensing functions, instead of the Tax Collector's Office, and that the appropriate resources be transferred from the Tax Collector's Office to the Department of Animal Care and Control to implement these changes. These recommendations were intended to create a consolidated and more effective Animal Licensing Program within one City Department.

2. According to Mr. Carl Friedman of the Department of Animal Care and Control, the purpose of the proposed ordinance is to (a) provide the Department of Animal Care and Control with the flexibility to improve the City's dog licensing program, (b) enhance the outreach between the Department and animal retailers, veterinarians and other animal-related organizations, (c) make the procedures easier for

¹ In accordance with Section 10.100-23 of the Administrative Code, the Animal Care and Control Welfare Fund receives all fees and donations from the sale, redemption or surrender of impounded animals and collected by the Tax Collector for dog licenses, dog kennel licenses, cat registrations and related business licenses, with such monies used exclusively to defray the cost of operating the Animal Care and Control Department.

residents to obtain dog licenses, and (d) increase the percentage of dogs that are licensed in the City.

If the proposed ordinance is approved, Mr. Friedman advises that the Department of Animal Care and Control would be authorized to conduct outreach efforts to establish agreements with other entities, such as pet store retailers, animal grooming services, veterinarians and animal welfare organizations, such as the Friends of Animal Care and Control, to allow such entities to accept applications and payment for dog licenses and to issue dog licenses on behalf of the City. Such agreements between the Department of Animal Care and Control would not be subject to separate Board of Supervisors approval. According to Mr. Friedman, the number of other entities to be authorized is not currently available.

Mr. Friedman notes that the Department of Animal Care and Control would work with these other entities and the Tax Collector's Office, to provide the necessary dog licenses, forms and documents, as well as to collect all revenues received by the other authorized entities, which would be remitted to the Animal Care and Control Welfare Fund. Mr. Friedman advises that the material and supply costs associated with having other authorized entities issue dog licenses would be minimal. Furthermore, Mr. Friedman advises that the Department would be able to absorb such material and supply expenses within the Department's existing budget.

3. Currently, an annual dog license fee is \$16 for an unaltered dog, \$8 for an altered dog and one-half price for senior citizens. Multi-year dog licenses are also available, at a \$2 discount for a two-year license and a \$4 discount for a three-year license for both unaltered and altered dogs. In FY 2000-2001, a total of \$111,859 was collected from dog license fee revenues.

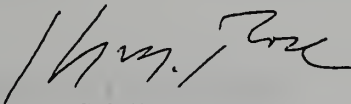
4. Mr. Friedman advises that as of November 1, 2001, 10,188 dogs were licensed in the City. Mr. Friedman estimates that the dog population in the City is approximately 100,000, such that only approximately 10 percent of the dogs in the City are currently

BOARD OF SUPERVISORS
BUDGET ANALYST

licensed. According to Mr. Friedman, the proposed ordinance will permit other entities to issue dog licenses, which will increase the public's access to dog licenses and potentially increase the number of dog licenses issued. If the proposed ordinance is approved without additional staffing or significant outreach efforts, Mr. Friedman estimates that approximately 500 additional dog licenses could be issued, resulting in additional annual revenues of approximately \$5,500.

5. However, as explained by Mr. Friedman, if the Department of Animal Care and Control were to fully implement the proposed legislation and provide enhanced outreach to various animal organizations and veterinarians, after approximately three years, when the program would be fully implemented, up to an estimated 3,000 additional dog licenses could be issued annually. However, in order to provide the additional outreach, Mr. Friedman reports that the Department would need to have one additional full-time position hired at an estimated annual salary and fringe benefit cost of approximately \$60,000. Mr. Friedman advises that he is currently working with the Department of Human Resources to find an appropriate existing classification or to create a new permanent Civil Service classification for such an outreach position in the Department. The Budget Analyst notes that the subject ordinance does not authorize the hiring of a new position. Authorization for such a new position would require an appropriation ordinance and an amendment to the Annual Salary Ordinance. According to Mr. Friedman, if the proposed ordinance is approved, but, a new position is not authorized by the Board of Supervisors, the Department would still be able to conduct more limited outreach efforts to allow other entities to issue dog licenses.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Ben Rosenfield

10.1
SF
90.80
1
2/25/01
ancelad

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING

PUBLIC HEALTH AND ENVIRONMENT COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Public Health and Environment Committee scheduled for Tuesday, December 25, 2001 at 10:00 a.m. at 1 Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been **cancelled**.

Gloria L. Young, Clerk of the Board

DOCUMENTS DEPT.

DEC 13 2001

SAN FRANCISCO
PUBLIC LIBRARY



City and County of San Francisco Main Library

Meeting Minutes

Public Health and Environment Committee

94102-4689

Members: Supervisors Sophie Maxwell, Leland Yee and Mark Leno

Clerk: Deborah Muccino

Tuesday, January 08, 2002

10:00 AM

City Hall, Room 263

Regular Meeting

Members Present: Sophie Maxwell, Leland Y. Yee, Mark Leno.

DOCUMENTS DEPT.

JAN 10 2002

SAN FRANCISCO
PUBLIC LIBRARY

Meeting Convenend

The meeting convenend at 10:03 a.m.

012218 [HIV care and related services for women and minorities]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) AIDS Office (AO) to accept and expend retroactively a one year grant in the amount of \$1,105,000 from the DHHS Office of Minority Health (DHHS OMH) to improve AIDS related health outcomes for women and minorities and to enter into an agreement for the use of these funds; for the period of September 30, 2001 to September 29, 2002. (Public Health Department)

12/11/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Michelle Long Dixon, Department of Public Health.

Amend on page 2 line 1, add "Further Resolved, That the Controller is required to designate the .70 FTE positions be "G" coded or grant-funded positions that would terminate when the subject grant expires."

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

012224 [State Department of Rehabilitation Program Agreement]

Resolution authorizing the San Francisco Department of Public Health to enter into a cooperative program agreement with the State Department of Rehabilitation, San Francisco District, including a required match of \$289,163, to provide vocational services to mentally-ill psychiatric clients in San Francisco; for the period of July 1, 2001 to June 30, 2004. (Public Health Department)

12/7/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Louise Rogers, Department of Public Health.

Amend the title, Page 1 line 3, after authorizing, add "retroactively"; At page 2 line 4, after authorized, add "retroactively."

AMENDED.

Resolution authorizing retroactively the San Francisco Department of Public Health to enter into a cooperative program agreement with the State Department of Rehabilitation, San Francisco District, including a required match of \$289,163, to provide vocational services to mentally-ill psychiatric clients in San Francisco; for the period of July 1, 2001 to June 30, 2004. (Public Health Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

012225 [Grant - Seven Principles (REACH 2010) Project]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to accept and expend retroactively a grant in the amount of \$900,000 for the first year of a three year grant from the Centers for Disease Control and Prevention (CDC) for the Seven Principles (REACH 2010) project and to enter into an agreement for the use of these funds; for the period of September 30, 2001 to September 29, 2002. (Public Health Department)

12/7/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Virginia Smyly, Department of Public Health.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

012226 [Supplemental Grant for projects funded under the CDC Seroepidemiology and Surveillance Cooperative Agreement]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to accept and expend retroactively supplemental grant funds in the amount of \$361,547 for projects funded under the Seroepidemiology and Surveillance Cooperative Agreement with the Centers for Disease Control and Prevention (CDC) to analyze and disseminate results of ongoing HIV studies and support new research relating to AIDS/HIV in San Francisco; for the period of January 1, 2001 through December 31, 2001. (Public Health Department)

12/7/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Sandra Schwartz, Department of Public Health.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

012230 [Transfer of approval authority of the Substance Abuse & Crime Prevention Act county plan from the Board of Supervisors to the Department of Public Health]

Resolution delegating approval authority of the Substance Abuse & Crime Prevention Act of 2000 county plan to the Department of Public Health, in accordance with §9515b(3), Title 9, California Code of Regulations. (Public Health Department)

12/13/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; James Stillwell, Department of Public Health.

RECOMMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

012259 [Improving the system of care for seriously mentally ill residents of San Francisco, including services for those with a dual disorder of mental illness and substance abuse]

Supervisor McGoldrick

Resolution authorizing the San Francisco Department of Public Health (SFPDH), Community Mental Health Services (CMHS), to accept and expend federal SAMHSA Mental Health Block Grant funds in the total amount of \$3,198,952 from the State Department of Mental Health (SDMH) to improve the system of care for seriously emotionally disturbed children and severely mentally ill adults in San Francisco, including those with a diagnosis of a dual disorder of mental illness and substance abuse; for the period of July 1, 2001 to June 30, 2002. (Public Health Department)

12/18/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be scheduled for consideration at the January 8, 2002, meeting.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Louise Rogers, Department of Public Health.

Amend the title on Page 1, line 5, after accept, add "retroactively"; at line 24, after accept add "retroactively."

AMENDED.

Resolution authorizing the San Francisco Department of Public Health (SFPDH), Community Mental Health Services (CMHS), to accept retroactively and expend federal SAMHSA Mental Health Block Grant funds in the total amount of \$3,198,952 from the State Department of Mental Health (SDMH) to improve the system of care for seriously emotionally disturbed children and severely mentally ill adults in San Francisco, including those with a diagnosis of a dual disorder of mental illness and substance abuse; for the period of July 1, 2001 to June 30, 2002. (Public Health Department)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

012260 [Determining effectiveness of condom skills building demonstrations in reducing HIV/STD infections in study participants]

Resolution authorizing the San Francisco Department of Public Health (SFPDH) to accept and expend retroactively a grant in the amount of \$315,828 for the first year of a three year grant from the Centers for Disease Control and Prevention (CDC) for HIV prevention intervention research on the efficacy of condom skills building and to enter into an agreement for the use of these funds; for the period of September 30, 2001 to September 29, 2002. (Public Health Department)

12/18/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be scheduled for consideration at the January 8, 2002, meeting.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Toni Butler, Department of Public Health; Gregory Greenwood, University of California, San Francisco Center for Aids Prevention Studies.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

012261 [Coordinating data collection, testing, counseling, referrals, and blood collection and transport at community sites for HIV and HCV prevention]

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to accept and expend retroactively one-time funds in the amount of \$65,000 from the Centers for Disease Control and Prevention (CDC) supplemental to the CDC Prevention Cooperative Agreement U62/CCU902017-16-2 to reduce HIV and HCV risk behaviors of injection drug users and others at risk for hepatitis C and to enter into an agreement for the use of these funds; for the period of January 1, 2001 to December 31, 2001. (Public Health Department) 12/18/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be scheduled for consideration at the January 8, 2002, meeting.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Dr. Joshua Baumburger, Department of Public Health.

Amend the title on page 1, line 9, change "December 31, 2001 to December 31, 2002."

AMENDED.

Resolution authorizing the San Francisco Department of Public Health (SFDPH) to accept and expend retroactively one-time funds in the amount of \$65,000 from the Centers for Disease Control and Prevention (CDC) supplemental to the CDC Prevention Cooperative Agreement U62/CCU902017-16-2 to reduce HIV and HCV risk behaviors of injection drug users and others at risk for hepatitis C and to enter into an agreement for the use of these funds; for the period of January 1, 2001 to December 31, 2002. (Public Health Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

012262 [Coordinated and comprehensive services for youth engaged in or at high risk of committing juvenile crime]

Resolution authorizing the San Francisco Department of Public Health (SFDPH), Community Mental Health Services (CMHS) to accept and expend retroactively funds in the amount of \$353,022 for the first year of a three year grant from the California Department of Mental Health (CDMH) and the San Francisco Private Industry Council (SFPIC) to reduce youth violence and substance abuse in San Francisco; for the period of July 1, 2001 to June 30, 2002. (Public Health Department)

12/18/01, RECEIVED AND ASSIGNED to Public Health and Environment Committee. Department requests this item be scheduled for consideration at the January 8, 2002, meeting.

Heard in Committee. Speakers: Maureen Singleton, Budget Analyst's Office; Phillip Tse, Department of Public Health; Esperanza Echavari, Children's System of Care Coordinator, San Francisco County Children's Mental Health Services.

RECOMMENDED.. by the following vote:

Ayes: 3 - Maxwell, Yee, Leno

ADJOURNMENT

The meeting adjourned at 11:24 a.m.

SF
90.80
3
/6/02

Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT.

JAN - 7 2002

SAN FRANCISCO
PUBLIC LIBRARY

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642
FAX (415) 252-0461

January 3, 2002

TO: Public Health & Environment Committee
FROM: Budget Analyst
SUBJECT: January 8, 2002 Public Health & Environment Committee Meeting

Item 1 - File 01-2218

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health AIDS Office to accept and expend retroactively a one year grant in the amount of \$1,105,000 from the U.S. Department of Health and Human Services, Office of Minority Health to improve AIDS related health outcomes for women and minorities and to enter into an agreement for the use of these funds; for the period of September 30, 2001 to September 29, 2002.

Amount: \$1,105,000

Grant Period: September 30, 2001 to September 29, 2002 (One year, See Comment No. 1)

Source of Funds: U.S. Department of Health and Human Services (DHHS), Office of Minority Health (OMH)

Required Match: None required.

Indirect Costs: \$11,974 (16% of Total Modified Direct Costs of \$74,838)

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Description: The U.S. Office of Minority Health (OMH) awarded the Department of Public Health (DPH) the subject \$1,105,000 grant to improve survivor rates for women, transgender individuals, youth, African-American men and monolingual Latinos with HIV/AIDS by increasing access to health care and eliminating disparities in access to care. According to Ms. Michelle Long Dixon of DPH, the subject grant would provide HIV treatment and advocacy and health care, at five locations in San Francisco: (1) the Castro-Mission Health Center, (2) Dolores Street Community Services, (3) Mission Neighborhood Health Center, (4) San Francisco General Hospital Medical Center and (5) the University of California - San Francisco Positive Health Practice.

Budget: The proposed budget is as follows:

Personnel

.30 FTE Director, HIV Health Services	\$26,826	
.40 FTE Health Program Coordinator III	<u>27,426</u>	
Subtotal, Salaries		\$54,252
Fringe Benefits (25% of Salaries)		13,562
3% COLA Increase		2,802
5% STEP Increase		<u>3,802</u>
Subtotal, Personnel		\$74,418
Travel		<u>420</u>
Subtotal, Total Modified Direct Costs		\$74,838
Indirect Costs		11,974

Contractual

Castro-Mission Health Center	\$102,517	
Dolores Street Community Services	65,850	
Mission Neighborhood Health Center	70,440	
UCSF Positive Health Practice (Men)	158,556	
UCSF Positive Health Practice (Women)	<u>46,000</u>	
Subtotal, Contractual Services		443,363
San Francisco General Hospital MOU		<u>574,825</u>
Total Project Budget		\$1,105,000

Comments: 1. The subject grant period began on September 30, 2001, and the proposed resolution provides for retroactive acceptance and expenditure of these funds. Ms. Long Dixon advises that the proposed resolution is coming before the Board of Supervisors only now, over three months after the grant period began, because the

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Department did not receive the award letter until October 10, 2001 and the subject grant was not approved by the Health Commission until November 6, 2001. Ms. Long Dixon notes that, to date, no funds have been expended from the subject grant.

2. Ms. Long Dixon notes that the subject grant would fund five contracts, each to be awarded on a sole source basis because each of these organizations collaborated on the grant application and assisted in designing the proposed program. Ms. Long Dixon reports that a \$102,517 contract would be awarded to the Castro-Mission Health Center to provide expanded access and increased coordination of health care services, as well as provide additional community outreach to bring more young people into care at the Dimensions Clinic, a clinic that services lesbian, gay, bisexual and transgender youth.

A contract of \$65,850 would be awarded to Dolores Street Community Services. Ms. Long Dixon reports that this \$65,850 contract would provide outreach and referral services to Latino men accessing their shelter services.

Ms. Long Dixon notes that a \$70,440 contract would be awarded to the Mission Neighborhood Health Center to provide outreach to Latinos, provide increased HIV testing and counseling services and support HIV treatment adherence.

The University of California – San Francisco (UCSF) would be awarded two contracts to provide outreach, HIV treatment and peer advocacy. A \$158,556 contract would be awarded to UCSF to augment their comprehensive multidisciplinary primary care services for African-American men with outreach, treatment advocacy and case management services in UCSF's Men of Color Program. A \$46,000 contract would be awarded to UCSF to provide outreach, peer and treatment advocacy and social work services to women of color in UCSF's Women's Specialty Clinic.

Ms. Long Dixon also reports that DPH would enter into a \$574,825 Memorandum of Understanding (MOU) with San Francisco General Hospital to support its outpatient

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

HIV clinic and to develop better computer systems to track client data and improve quality of care.

3. The subject grant funds .70 FTE existing positions. Mr. James Alexander of DPH advises that the .70 FTE positions funded under the subject grant are currently "G" coded, or grant-funded positions that would terminate when the subject grant expires. The proposed resolution, however, does not explicitly state that the .70 FTE positions funded under the subject grant be "G" coded or grant-funded positions that would terminate when the subject grant expires. The proposed resolution should therefore be amended to require that the .70 FTE positions be "G" coded.

4. The Attachment is the Grant Information Form, provided by DPH, which includes the Disability Access Checklist.

Recommendations:

1. Amend the proposed resolution to require the Controller to designate the .70 FTE positions be "G" coded or grant-funded positions that would terminate when the subject grant expires.

2. Approve the proposed resolution, as amended.

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: HIV Care and Related Services for Women and Minorities
2. Department: Public Health, AIDS Office, HIV Health Services
3. Contact Person: Michelle Long Dixon Telephone: 554-9043
4. Grant Approval Status (check one):
☒ Approved by funding agency ☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$1,105,000
- 6a. Matching Funds Required: None
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: Department of Health and Human Services, Office of Minority Health
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: The goal of this project is to improve health outcomes for women and minorities by increasing access to health care and eliminating disparities in access to care. This project will create a network of community based organizations, SFDPH programs, and university-based programs. Participatory agencies were selected for their history and expertise at reaching and serving the target populations. The populations targeted for this project are minority women, transgender individuals, youth, African American men, and monolingual Latinos.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: September 30, 2001 End-Date: September 29, 2002
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
- 12a. Amount budgeted for contractual services: \$1,018,188
b. Will contractual services be put out to bid? No
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A
d. Is this likely to be a one-time (OTF) or ongoing request for contracting out? OTF
- 13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$11,974

b2. How was the amount calculated? 16% of total modified direct costs

c. If no, why are indirect costs not included? N/A

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: No

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

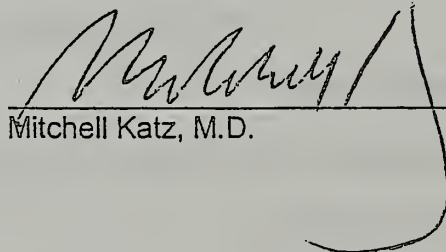
Departmental or Mayor's Office of Disability Reviewer:



Norman Nickens

Date Reviewed: 12-5-01

Department Approval:



Mitchell Katz, M.D.

Director of Public Health

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Item 2 – File 01-2224

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health to enter into a Cooperative Program Agreement with the State Department of Rehabilitation, to provide vocational services to mentally-ill psychiatric clients in San Francisco; for the period of July 1, 2001 to June 30, 2004.

Amount of Agreement: \$4,072,719 (\$3,205,230 in State funds and \$867,489 in City matching funds)

Agreement Period: July 1, 2001 through June 30, 2004 (three-years)

Source of Funds: State Department of Rehabilitation

Required Match: \$867,489, or 21.3 percent of \$4,072,719 total program cost.

Indirect Costs: None. The State Department of Rehabilitation does not allow the inclusion of indirect costs in Cooperative Program Agreements.

Description: The proposed resolution would authorize DPH to enter into a Cooperative Program Agreement with the State Department of Rehabilitation (DOR). Under this Cooperative Program Agreement, the DOR provides Case Service Contracts to two non-profit organizations, namely Community Vocational Enterprises (CVE) and Richmond Area Multi-Services (RAMS). According to Ms. Blanche Korfmacher of the DPH, the Case Service Contracts would fund vocational assessment, job support, and benefits counseling services for 297 mentally-ill psychiatric clients. This would be the eighth year that DPH would enter into this Cooperative Program Agreement with the State Department of Rehabilitation for the provision of these services.

Budget: Ms. Korfmacher has provided a budget for total project costs of \$4,072,719 including State funds of \$3,205,230 and required matching funds of \$867,489 for the three-year period from July 1, 2001 to June 30, 2004, as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Description	Program Cost
State Rehabilitation Counselors	\$750,546
Case Service Funds	459,453
Case Service Contracts:	
CVE	1,363,200
RAMS	1,499,520
Contractual Services	<u>2,862,720</u>
Total Program Cost	\$4,072,719

Comments:

1. According to Ms. Korfmacher, although DPH has not yet entered into the subject agreement, services for the six month period from July 1, 2001 through December 31, 2001 have already been provided by the nonprofit organizations CVE and RAMS. According to Ms. Korfmacher, funding for these contracted services is based on a fee for service collaboration, in which CVE and RAMS provide the vocational services, and are then reimbursed by the Department of Rehabilitation on a monthly basis. Ms. Korfmacher reports that the proposed agreement is being brought before the Board of Supervisors six months after the agreement's start date due to the hiring of a new budget person at DOR, and subsequent administrative delays by the DPH. Ms. Korfmacher states that CVE and RAMS would be reimbursed for the previous six months of service upon approval of the subject agreement by the Board of Supervisors. Therefore, the proposed resolution should be amended to provide for retroactive authorization to enter into the subject agreement.

2. Ms. Korfmacher reports that \$750,546 for 2.5 FTE State Rehabilitation Counselors for the three-year period; or \$250,182 per year would be provided through the State DOR located in San Francisco. According to Ms. Korfmacher, initial vocational services and assessments are performed by CVE and RAMS, which then refer clients to the State DOR if additional job-related services, such as technical skills are needed. The State Rehabilitation Counselors provide supplementary vocational counseling, assessment and training services, such as individual treatment plans to guide clients towards a career path.

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

3. Ms. Korfmacher reports that \$459,453 in Case Service Funds, or \$153,151 annually is dispersed by the State Rehabilitation Counselors. These funds would be used by the Rehabilitation Counselors to assist clients to reach employment goals by covering job related expenses such as tuition, clothes, equipment and training.

4. According to Ms. Korfmacher, the annual program costs of \$1,357,573 is anticipated for FY 2001-2002, FY 2002-2003 and FY 2003-2004, for a total program cost of \$4,072,719.

5. According to Ms. Korfmacher, the State Department of Rehabilitation requires DPH to commit a local match of 21.3 percent or \$867,489 of the total program cost, or \$289,163 each year. Ms. Korfmacher states that the \$289,163 in matching funds has been included in the FY 2001-2002 DPH budget, and \$289,163 is anticipated to be included in the FY 2002-2003 and FY 2003-2004 DPH budgets.

6. The two contracts between the Department of Rehabilitation and the two nonprofit organizations consist of a \$1,363,200 contract with CVE, or \$454,400 annually, and a \$1,499,520 contract with RAMS, or \$499,840 annually, for a total of \$2,862,720 in Case Service Contracts over the three-year period. According to Ms. Korfmacher, CVE and RAMS were selected by the DOR on a sole-source basis because of their experience in providing vocational services to seriously emotionally disturbed clients.

7. The proposed resolution would waive: (1) the requirement contained in Section 21.21 of the City's Administrative Code that the Cooperative Program Agreement include an indemnification of the City by the State Department of Rehabilitation for the infringement of patent rights; and (2) the requirement that the Cooperative Program Agreement include a paragraph reciting the false claim provisions contained in Section 21.35 of the City's Administrative Code. According to Ms. Jean Fraser of the City Attorney's Office, these Administrative Code requirements apply to situations in which the City purchases goods or services, not when the

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

City enters into a Cooperative Program Agreement to receive grant funds, as the subject resolution would authorize. Therefore, the waivers in this case are standard and pose minimal risk to the City, according to Ms. Fraser.

Recommendations:

1. In accordance with Comment No. 1, amend the proposed resolution to provide for retroactive authorization to enter into the subject agreement, since services have been provided since July 1, 2001.
2. Approve the proposed resolution, as amended.

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Item 3 – File 01-2225

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to accept and expend retroactively a grant in the amount of \$900,000 for the first year of a three year grant from the Centers for Disease Control and Prevention for the Seven Principles (REACH 2010) project and to enter into an agreement for the use of these funds; for the period of September 30, 2001 to September 29, 2002.

Amount: \$900,000

Grant Period: September 30, 2001 through September 29, 2002 (One year, see Comment No. 1)

Source of Funds: U.S. Centers for Disease Control (CDC)

Required Match: None required (See Comment No. 2).

Indirect Costs: \$74,483 (16% of Direct Costs of \$465,517)

Description: The proposed resolution authorizes the Department of Public Health (DPH) to accept and expend the first year of a three-year grant from the U.S. Centers for Disease Control (CDC) for a research and intervention project to eliminate racial and ethnic disparities in infant mortality rates. The subject grant would fund community awareness of infant health issues, direct support services to parents and provider training. According to Ms. Ginger Smyly of DPH, the subject project would focus on four neighborhoods with the highest African-American birth rates in San Francisco, including (1) the Bayview/Hunter's Point, (2) the Western Addition, (3) the Ocean View/Merced/Ingleside and (4) the Visitacion Valley.

Ms. Smyly advises that the subject grant would be used to improve infant survival rates by focusing on the following four interventions: (1) raising community awareness and educating parents of young children about infant health issues, (2) training of physicians and health practitioners serving pregnant women and young children in the

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

African-American community, (3) providing case management and health care referrals to African-American pregnant women and African-American parents of young children and (4) organizing members of the African-American community to address and improve health issues facing the community.

Budget: The proposed project budget of \$920,761, which includes the proposed grant funds of \$900,000 and in-kind contributions of \$20,761 from DPH is as follows:

Grant Funds

Personnel

1.0 FTE Project Director	\$69,922	
0.75 FTE Senior Clerk Typist	31,379	
1.0 FTE Trainer/Educator	55,854	
0.90 FTE Lead Community Organizer	25,604	
1.68 FTE Community Organizer	47,414	
0.80 FTE Social Worker	36,415	
<u>1.50 FTE Health Worker</u>	<u>54,340</u>	
7.63 total FTE		
COLA 3%	<u>9,628</u>	
Subtotal, 7.63 FTE Salaries	\$330,556	
Fringe Benefits (24% of Salaries)	<u>80,232</u>	
Subtotal, Personnel		\$410,788

Supplies 18,600

Travel

Local Travel	5,262	
Out of Town Travel	<u>8,958</u>	
Subtotal, Travel		14,220

Other

Occasional Rent Support	1,000	
Copying	3,034	
Staff Training	1,750	
Meeting Supplies	2,000	
Rent for Office Space	10,125	
Promotions and Advertising	<u>4,000</u>	
Subtotal, Other		<u>21,909</u>
Subtotal, Direct Costs		\$465,517

Indirect Costs 74,483

Contractual

UCSF Contract	180,000	
Booker T. Washington Community Service Center	<u>180,000</u>	
Subtotal, Contractual		<u>360,000</u>
Total Grant Budget		\$900,000

In-Kind Contributions

.15 FTE Principal Investigator	\$12,168	
.05 FTE Maternal & Child Health Advisor	<u>4,441</u>	
Subtotal Salaries		\$16,609
Fringe Benefits (25% of Salaries)	<u>4,152</u>	
Total In-Kind Contributions		<u>20,761</u>
Total Project Costs		\$920,761

Attachments I and II, provided by Ms. Smyly, contain additional budgetary details to the UCSF contract and the Booker T. Washington Community Center contract, respectively.

Comment:

1. The subject grant period began on September 30, 2001 and the proposed resolution provides for retroactive authority to accept and expend these grant funds. Ms. Smyly reports that the Department has expended approximately \$2,800 from the subject grant for two trips to Atlanta, Georgia to meet with CDC staff.

According to Ms. Smyly, the proposed resolution is coming before the Board of Supervisors only now, over three months after the subject grant was to begin, because the award letter was not received until September 27, 2001. Ms. Smyly advises that immediately after receiving the award, the Department began work on processing the subject grant which was subsequently approved by the Health Commission on October 22, 2001. Ms. Smyly further advises that administrative delays at the Department prevented the proposed resolution from being submitted to the Board of Supervisor for approval until December of 2001.

Ms. Smyly reports that the subject grant is the first year of a three-year grant and that each year the grant award is anticipated to total \$900,000 and have a similar project budget of \$920,761, including in-kind contributions of \$20,761. Because of the delays in receiving approval from the Board of Supervisors for the proposed resolution, Ms. Smyly advises that the CDC would most likely either extend the subject grant period or allow any unused funds from the subject grant award to be used in the second and third years of the grant.

2. As shown in the above budget, DPH would provide a total of \$20,761 of in-kind contributions to the subject grant consisting of salary and benefits for a .15 FTE Principal Investigator and a .05 FTE Maternal and Child Health Advisor. Ms. Smyly advises that the .15 FTE Principal Investigator and the .05 FTE Maternal and Child Health Advisor position are included in the Department's approved FY 2001-2002 budget. Although these in-kind contributions are not required, Ms. Smyly advises that DPH would provide these in-kind contributions because the DPH's existing Principal Investigator and Maternal and Child Health Advisor positions have similar missions and functions as the subject project. According to Ms. Smyly, sharing of such expertise between existing staff with the proposed grant staff should benefit both programs.

3. Ms. Smyly reports that the subject grant would fund \$360,000 in contractual services, consisting of two contracts of \$180,000 each awarded to the University of California – San Francisco (UCSF) and the Booker T. Washington Community Service Center, a non-profit organization located in the Western Addition. Ms. Smyly notes that both contracts were awarded on a sole source basis because both organizations were collaborators on the DPH grant proposal to the CDC and in planning the project.

Attachment I details the \$180,000 contract with UCSF. Ms. Smyly explains that the contract would provide services relating to evaluation of the health interventions and the overall project, training and evaluation of project staff, documentation of the project and preparing the project results for professional medical publications. Ms. Smyly also notes that UCSF would assist in designing the protocols that are required for the research and reviewing these protocols before the Institutional Review Board at UCSF, as required by the CDC. Ms. Smyly advises that the CDC is withholding \$18,000, or ten percent of the total \$180,000 from UCSF until the CDC approves the research protocols developed to protect humans in the research study. According to Ms. Smyly, this process is expected to take from one to three months.

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Attachment II provides the budgetary details for the \$180,000 contract with the Booker T. Washington Community Center. Ms. Smyly reports that the Booker T. Washington Community Center would act as a neighborhood liaison to the community, to assist the Department in identifying participants for the project, and to provide facilities for project activities, events and meetings.

4. As shown in the above budget, the subject grant funds 7.63 FTE positions. The proposed resolution stipulates that the 7.63 FTE positions created by the subject grant would be "G" coded, or grant-funded positions, that would terminate when the subject grant expires.

5. The above budget contains a total of \$14,220 in travel expenses. Ms. Smyly advises that \$5,262 is for local travel expenses to the Booker T. Washington Community Center in the Western Addition, as well as community meetings in other areas of San Francisco. The travel budget also allocates \$8,958 in out of town travel for two staff members to attend three training sessions in Atlanta, Georgia with CDC staff.

The above budget also contains \$21,909 in Other expenses. According to Ms. Smyly, \$1,000 is budgeted for Occasional Rent Support to allow DPH to rent facilities as needed for community meetings in the Bayview/Hunter's Point area, the Ocean View/Merced/Ingleside area and the Visitacion Valley. Ms. Smyly reports that \$4,000 is budgeted to advertise and promote these community meetings. Ms. Smyly also notes that \$10,125 is budgeted for office space at 30 Van Ness to support the needs of the 7.63 FTE positions funded under the subject grant.

6. Attachment III is the Grant Information Form, provided by Ms. Smyly, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

UCSF contract with DPH

Attachment I
Page 1 of 1

DETAILED BUDGET FOR NEXT BUDGET PERIOD—DIRECT COSTS ONLY		FROM 10/1/01	THROUGH 9/30/02	PERSONNEL (Applicant organization only)		
NAME	ROLE ON PROJECT	APPT (mont)	EFFORT ON PROJ.	SALARY REQUESTED	FRINGE BENEFITS	TOTALS
Geraldine Oliva, MD, MPH	Principal Investigator	12	15%	19,152	3,256	22,408
Judith Hager	Evaluation Coordinator	12	20%	15,172	3,489	18,661
TBA	Research Assistant	11	50%	19,712	4,534	24,246
TBA	Research Director	10	50%	20,770	4,777	25,547
Maxine Cooper	Administrative Analyst	12	5%	2,324	535	2,859
SUBTOTALS				77,130	16,590	93,720
CONSULTANT COSTS						
Polaris						50,000
EQUIPMENT (Itemize)						
Computer						3,499
SUPPLIES (Itemize by category)						
Office Supplies						2,800
TRAVEL						9,500
PATIENT CARE COSTS						
INPATIENT						
OUTPATIENT						
ALTERATIONS AND RENOVATIONS (Itemize by category)						
OTHER EXPENSES (Itemize by category)						
Postage						900
Printing/Reproduction						2,100
Telephone						900
SUBTOTAL DIRECT COST FOR INITIAL BUDGET PERIOD				\$	163,419	
CONSORTIUM/CONTRACTUAL COSTS		DIRECT COSTS		0.1000	16,	
		FACILITIES AND ADMINISTRATION COSTS				
TOTAL DIRECT COSTS FOR INITIAL BUDGET PERIOD				(Item 9a, Face)	\$	180,000

Attachment II

Page 1 of 1

Booker T. Washington Community Service Center, revised 9/21/01**Personnel: 81,264**

Community Liaison/Logistics Coordinator: 1 fulltime logistics coordinator/community liaison to assist project staff and the Coalition in meeting and event support, entre to the community residents and organizations, and serving as aides to the coalition, Network, Work Groups and project activities. Lead worker will also coordinate the work of the two part time workers. (7,040)

Community Liaison/Logistics Aides: 2 half time staff to assist project staff and the Coalition in meeting and event support, entre to the community residents and organizations, and serving as aides to the coalition, Network, Work Groups and project activities, each employee with a focus on specific neighborhoods. (7040)

Clerical Support: 1/4 time clerical support to provide assistance in meeting scheduling, documentation and reporting. (1320)

Fringe Benefits: Health, Taxes, and other benefits and requirements at 22% of salaries and wages (11,880)

Consultant Costs: 11,525

Community participation and meeting fees: @ \$10 per hour for community participants who assist in childcare, group support, community action, and Coalition and Network Work Groups, etc. (9520), and consultant fees for Coalition planning facilitator (2,005.) Such fees encourage and make it financially possible for low income residents to participate in meaningful ways to assist in project activities.

Equipment: 0**Supplies: 8879**

Office supplies (paper, binders etc.) (2879); educational supplies for use of Coalition, Network, Work Groups, and project staff (6000).

Travel: 5070

Local travel: Mileage and fast passes for staff within the jurisdiction (1000 miles @ \$.32 = 320 + \$100 for parking fees, 420) Out of State Travel: Travel to attend required CDC meetings in Atlanta (Airfare: 1100 x 1 staff x 3 meetings = 3300) Hotel, food and misc. travel expenses: @150/day x3 days =1350)

Other Expenses: 55,790

Copying/Printing: Reproduction of project materials. (2200)

Meeting/Event supplies: Purchase of refreshments, paper goods and other supplies for project meetings including those of the Coalition, Network, Work Groups and Project services. (11,000)

Office Space Rent: Rent of facilities for groups and meetings and rent of off-site office off site, 1000 per month at BTWCSC and 1000 for leased/rented space x 12 month. (24,000)

Telephone, Pagers and ISP/DSL : 139 per month for DSL (1668,) 121 per month for use of phone equipment (1452), 79 per month for phone service (948) , Pager Rental of 3 pagers @35 each x 12 months (1260)

Utilities: Utilities at BTWCSC and at off-site leased/rented space, 600 per month for BTWCSC to cover scavenger, water, electricity, gas and 316 per month to cover electrical at rented space. (11,000)

Office furnishings: miscellaneous office furnishings (chairs, tables, etc) (2261)

Indirect Costs: 17472

Insurance (4000); equipment repair (1000); building upkeep, 2 sites (6000); audit (2000), executive oversight (4472)

CONTINUATION PAGE: STAY WITH MARGINS INDICATED

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

1. Grant Title: SevenPrinciples (REACH 2010)
2. Department: Department of Public Health, Community Health Services, Community Health Education Section.
3. Contact Person: Virginia Smyly Telephone: 581-2423
4. Grant Approval Status (check one):

☒ Approved by funding agency☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$900,000
- 6a. Matching Funds Required: \$0
- b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: Centers for Disease Control and Prevention (CDC).
- b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: This is a demonstration project to eliminate racial and ethnic disparities in infant mortality rates. Community action for health improvement, direct support services to parents, social marketing/community awareness, and provider training will focus on four predominantly African American neighborhoods and on health care providers serving those communities
9. Grant Project Schedule:

Start-Date: 09/30/01End-Date: 09/29/02
10. Number of new positions created and funded: 7.63
11. If new positions are created, explain the disposition of employee(s) once the grant ends: The disposition of the new positions will depend on the receipt of an additional two years of grant funding. If a renewal is not awarded, positions will be eliminated.

12a. Amount to be spent on contractual services: \$360,000

- b.) Will contractual services be put out to bid?: No
c.) If so, will contract services help to further the goals of the department's MBE/WBE requirements? : Yes, 1 contractor meets the MBE requirements
d) Is this likely to be one-time or ongoing request for contracting out? Ongoing through end of demonstration project period

13a. Does this budget include indirect costs? Yes

b. If no, why are indirect costs not included? :

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: None

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)
Program(s) or Service(s)

☒ Existing Structure(s)

☒ Existing

☐ Rehabilitated Site(s)
or Service(s)

☐ Rehabilitated Structure(s)

☐ New Program(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have not reviewed the proposal.

Departmental or Mayor's Office of Disability

Reviewer: Norman Nickens

Norman Nickens

Deputy Director

Date Reviewed: 11-30-01

Department Approval:

Mitch Katz, M.D.

Director of Health

(Name)

(Title)

Mitch Katz
(Signature)

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Item 4 – File 01-2226

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to accept and expend retroactively supplemental grant funds in the amount of \$361,547 for projects funded under the Seroepidemiology and Surveillance Cooperative Agreement with the Centers for Disease Control and Prevention to analyze and disseminate results of ongoing HIV studies and support new research relating to AIDS/HIV in San Francisco; for the period of January 1, 2001 through December 31, 2001.

Amount: \$361,547

Grant Period: January 1, 2001 through December 31, 2001 (One year, See Comment No. 1)

Source of Funds: U.S. Centers for Disease Control (CDC)

Required Match: None required.

Indirect Costs: A total of \$20,743 of indirect costs, consisting of \$6,817 in the first supplemental award, \$5,572 in the second supplemental award and \$8,354 in the fourth supplemental award, is included in the \$361,547 subject grant award. These \$20,743 of indirect costs represent approximately 18% of the total modified direct costs of \$115,933 for the four awards, consisting of \$28,897 in the first supplemental award, \$34,826 in the second supplemental award and \$52,210 in the fourth supplemental award. There are no indirect costs included in the third supplemental award because the \$32,015 grant award was a deferral from the initial award, which included indirect costs.

Description: The U.S. Centers for Disease Control (CDC) has awarded the Department of Public Health (DPH) four supplemental grant awards totaling \$361,547 to DPH's existing \$2,333,502 Seroepidemiology and Surveillance Cooperative Agreement with the CDC. If the proposed four supplemental grant awards are approved, the Cooperative Agreement between DPH and the CDC would

total \$2,695,049. According to Mr. Guiliano Nieri of DPH, DPH is receiving supplemental grant funding for the DPH to conduct additional HIV/AIDS studies.

The first supplemental award of \$35,714 was awarded in June of 2001 and provided additional funding for salary and fringe benefits for a .30 FTE Epidemiologist in DPH's HIV Incidence Study, a study that seeks to determine the rate of HIV infection in men who have sex with men in San Francisco. The second award of \$40,398 was received in July of 2001 and consisted of additional funding for DPH's Core HIV/AIDS Surveillance, an ongoing effort to collect data on new HIV/AIDS cases in San Francisco, including additional funding for .50 FTE positions associated with DPH's Core HIV/AIDS Surveillance and the HIV Testing Survey (HITS), a study which seeks to determine the opinions of at-risk populations to HIV testing programs. These .50 FTE positions consist of a .10 FTE Epidemiologist for Core HIV/AIDS Surveillance, a .10 FTE Program Coordinator for HITS, a .05 FTE Data Entry Operator and a .25 FTE Health Worker.

The third award of \$32,015 was received in September of 2001 and consisted of funds for the HIV Incidence Study that were deferred from the initial award until the CDC approved the protocols governing research on human subjects. This \$32,015 in funding would support \$27,945 in stipends for participants in the HIV Incidence Study and \$4,070 for a Memorandum of Understanding with San Francisco General Hospital to conduct a records-based study of new cases of HIV infection.

The fourth award of \$253,420 was also received in September of 2001 and consisted of (1) \$60,564 for a new HITS study in the Transgender Community, including salary and fringe benefits for .75 FTE Public Service Aides and .25 FTE Project Coordinator, stipends, travel, and office supplies, (2) an additional \$40,000 for the contract with Westate Corporation, a for-profit private firm, for identifying and recruiting subjects for the HIV Incidence Study and other HIV studies and (3) \$152,856 for University of California - San Francisco's Urban Men's Health Study, a study that examines the health of

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

men in large metropolitan areas who have sex with men
(See Comment No. 2).

Budget: The proposed budget for these supplemental grant funds
is as follows:

First Supplemental Award

.30* FTE Epidemiologist Salary	\$21,237		
Fringe Benefits	<u>4,940</u>		
Personnel Subtotal		\$26,177	
Supplies		300	
Local Travel		420	
Postage		650	
Promotions and Advertising		<u>1,350</u>	
Total, Direct Costs		28,897	
Indirect Costs		<u>6,817</u>	
First Supplemental Award Total			\$35,714

Second Supplemental Award

.10* FTE Epidemiologist	\$7,097		
.10* FTE HITS Program Coordinator	6,251		
.05* FTE Data Entry Operator	2,286		
.25* FTE Health Worker	10,336		
COLA 3%	<u>779</u>		
Subtotal Salaries	26,749		
Fringe Benefits	<u>6,492</u>		
Personnel Subtotal		33,241	
Office Supplies		585	
Copying		<u>1,000</u>	
Total, Direct Costs		34,826	
Indirect Costs		<u>5,572</u>	
Second Supplemental Award Total			40,398

Third Supplemental Award

San Francisco General Hospital Record-Based Study	\$4,070		
Stipends for Participants in Studies	<u>27,945</u>		
Third Supplemental Award Total			32,015

Fourth Supplemental Award

HITS Study:			
.75* FTE Public Service Aides Salary	\$21,336		
.25* FTE Project Coordinator	16,404		
Fringe Benefits (25% of Salaries)	<u>9,435</u>		
Personnel Subtotal		47,175	
Office Supplies		300	

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Local Travel	735	
Stipends	<u>4,000</u>	
Total Direct Costs	52,210	
Indirect Costs	<u>8,354</u>	
HITS Study Subtotal		60,564
<u>Contractual</u>		
Westate Corporation	40,000	
UCSF	<u>152,856</u>	
Contractual Subtotal		<u>192,856</u>
Fourth Supplemental Award Total		<u>253,420</u>
Total Project Budget		\$361,547

*Total of 1.8 FTE positions

Comments:

1. The subject grant period is for the period January 1, 2001 through December 31, 2001 and the proposed resolution provides for retroactive acceptance and expenditure of the \$361,547 in grant funds consisting of four installments of supplemental funds. Mr. Nieri reports that as of January 1, 2002, \$268,968 of the subject grant funds from the four supplemental awards have been expended. The unexpended balance of \$92,579 consists of \$60,564 for a study of HIV Testing Survey (HITS) in the Transgender Community, \$4,070 for the Memorandum of Understanding with San Francisco General Hospital for a records-based study and \$27,945 in stipends for participants in the HIV Incidence Study. Mr. Nieri advises that DPH has informally received CDC approval to use the \$92,579 of unused funds in 2002 to conduct the HIV Testing Survey and the records-based studies, as well as to conduct the portion of the HIV Incidence Study that requires stipends to be paid to participants.

Mr. Nieri advises that DPH is requesting approval of the subject supplemental grant funds from the Board of Supervisors subsequent to the conclusion of the grant period and subsequent to most of the grant funds having been expended because DPH was unaware that approval from the Board of Supervisors was required for such supplemental grant funding.

2. The above budget allocates a total of \$192,856 in contractual services. According to Mr. Nieri these contractual services consist of \$40,000 in the fourth supplemental award to augment the existing \$324,455

contract with Westate Corporation and \$152,856 in the fourth supplemental award for a contract with the University of California – San Francisco (UCSF). Mr. Nieri reports that an additional \$40,000 was added to the existing \$324,455 contract with Westate Corporation, a for-profit private firm, to identify participants for DPH's HIV studies by conducting telephone surveys of men who have sex with men in San Francisco, for a total contract with Westate Corporation of \$364,455. According to Mr. Nieri, Westate Corporation has an existing contract with DPH, which was originally awarded on a sole source basis because of Westate Corporation's expertise in identifying subjects for research studies.

Mr. Nieri reports that \$152,856 was awarded to UCSF for the Urban Men's Health Study, a study that examines the health of men in large metropolitan areas who have sex with men. According to Mr. Nieri, DPH is serving as a pass-through agency for these \$152,856 of funds because the CDC generally provides these funds only to cities and counties with high incidence of HIV/AIDS and requested that DPH provide these funds to UCSF. Mr. Nieri notes that this is a study conducted solely by UCSF and the DPH is not involved in the study.

3. The subject supplemental funds provided funding for a total of 1.8 FTE positions. The proposed resolution stipulates that all positions created under the subject grant be "G" coded, or grant-funded positions, that would terminate when the subject grant expires.

4. The above budget allocates \$27,945 in the third supplemental award of \$32,015 for stipends for participants in the HIV Incidence Study. Mr. Nieri advises that these funds will provide a series of stipends for approximately 500 men who have sex with men to participate in various HIV/AIDS studies. Mr. Nieri states that each participant in a phone survey will receive \$20 for their participation. If a phone participant does not report being HIV-positive and agrees to take an oral HIV test, Mr. Nieri advises, he will receive an additional \$30. Mr. Nieri reports that if a participant who takes an oral HIV test and also agrees to receive the results of the test, such participants will receive an additional \$40. Mr. Nieri

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

further reports that if the oral HIV test results demonstrated that the participant was HIV-positive, the participant would receive an additional \$50 if the participant agreed to have blood drawn. Mr. Nieri advises that if the blood drawn shows evidence of a recent HIV infection and the participant is willing to have more blood drawn, such participants are paid an additional \$50. Therefore, a participant in this study could receive a maximum of \$190 in stipends. Mr. Nieri advises that given the customary rates of participation in such surveys and the incidence of HIV-infection in San Francisco, only approximately 10 participants would receive the full \$190 stipend. Mr. Nieri notes that, to date, this HIV Testing Survey study will not be conducted until February of 2002 and, therefore, the stipends have not been paid.

The above budget allocates \$4,000 in the fourth supplemental award for stipends for participants in the HITS study in the Transgender Community. According to Mr. Nieri this \$4,000 would provide \$25 stipends to 160 individuals in the study.

5. The Attachment is the Grant Information Form, provided by Mr. Nieri, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Supplemental funds to CDC Seroepidemiology and Surveillance Cooperative Agreement: U62/CCU906255: Supplementals Numbers 10-2;10-3;10-4; and 10-5.
2. Department: Public Health, AIDS Office, Seroepidemiology and Surveillance Section
3. Contact Person: Giuliano Nieri Telephone: 554-9130
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: 10-2 \$35,714; 10-3 \$40,398; 10-4 \$32,015; 10-5 \$253,420, for a total amount of \$361,547.
- 6a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: Dept. of Health & Human Services, Centers for Disease Control and Prevention
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: **#10-2, \$35,714** HIV Incidence Study (HIS) for salaries of existing employees who had not been sufficiently funded in the original CDC award. HIS is a large population-based survey of men who have sex with men (MSM) conducted in collaboration with researchers at UCSF to determine HIV incidence in the San Francisco MSM community; **#10-3, \$40,398** a) Additional funding for Core AIDS/HIV Surveillance for detailed analysis and dissemination of the Behavioral Risk Factor Surveillance Survey (BRFS). The BRFS is a community-wide telephone survey of the general population of San Francisco to determine behavioral risk for HIV infection. Core AIDS Surveillance is an ongoing program that collects and reports information on newly diagnosed AIDS/HIV cases. b) Funding to increase existing HIV Testing Survey (HITS) Program Coordinator's hours from 80% to 100%. HITS is a survey of populations at risk for HIV infection to determine their opinions and relationship to HIV testing programs. c) Additional funding for miscellaneous expenses associated with conducting AIDS/HIV Surveillance. **#10-4, \$32,015** Funds deferred in the initial award for the HIS Study. Funds will be used to pay stipends that will be given to HIS Study participants. These funds are still restricted pending submission of IRB approved protocols to CDC. **#10-5, \$253,420** a) \$60,564 for a study of HIV Testing Behavior in the Transgender Community. A portion of these funds pays for six part-time Public Service Aides (PHAs), whose primary responsibility will be to interview study participants. The study will be conducted over a three-month period and the part-time employees (who will be representative of the community being studied) will be hired for only three months. Also, part of these funds will pay a portion of the salary for three months for the existing HITS Project Coordinator. Also included are funds for stipends to be paid to the participants, staff travel, and office supplies. b) \$40,000 supplements our contract with Westate Cooperation (a contractor) to allow us to have a larger sample size for our HIS Study. c) \$152,856 requested by CDC to pass through to UCSF to supplement the Urban Men's Health Study (not our project).

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 1/1/01

End-Date: 12/31/01

10. Number of new positions created and funded: Six part-time as-needed PHAs for three months to conduct HITS in the Transgender Community. The PHAs will participate in a community assessment process, conduct key informant interviews, develop and prepare study materials, and conduct field recruitment and interviews. They will also participate in data cleaning and in the presentation and dissemination of findings.

11. If new positions are created, explain the disposition of employees once the grant ends? : We will find other funding sources or inform employees to find new positions.

12a. Amount budgeted for contractual services: \$196,926

b. Will contractual services be put out to bid? : No

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? : N/A

d. Is this likely to be a one-time or ongoing request for contracting out? : One time

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$20,743

b2. How was the amount calculated? 16% of total modified direct costs

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s) ☒ Existing Structure(s) ☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)


☐ New Site(s) ☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

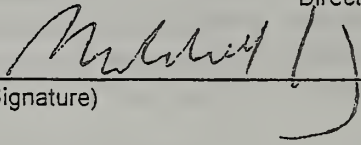
Departmental or Mayor's Office of Disability Reviewer: _____

Date Reviewed: 11-16-01

 Norm Nickens
(Signature) Deputy Director

Department Approval: _____

Mitchell Katz, M.D.

 Mitchell Katz
(Signature) Director of Health

Item 5 – File 01-2230

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, in accordance with Section 951b(3), Title 9, of the California Code of Regulations, to revise the FY 2001-2002 Substance Abuse and Crime Prevention Act County Plan, without subsequent Board of Supervisors approval.

Description: On November 7, 2000, California voters approved Proposition 36, the Substance Abuse and Crime Prevention Act of 2000 (SACPA), which requires that certain non-violent drug possession offenders receive substance abuse treatment rather than incarceration. Start-up funds of \$60 million were made available for counties in FY 2000-2001. California counties were required to begin providing such substance abuse services on July 1, 2001. The State appropriates \$120 million annually beginning on July 1, 2001, to California counties to cover the costs of providing these substance abuse services. Although SACPA has no sunset clause, under Proposition 36, specified SACPA funding ends after the State's FY 2005-2006 (July 1, 2005 to June 30, 2006). Continued funding of such SACPA services after July 1, 2006, becomes subject to the State's budget process at that time.

In order to receive State funding for SACPA services, each county needs to (1) agree to comply with the provisions of the SACPA; (2) establish a local Substance Abuse and Crime Prevention Trust Fund; (3) assure the State that all funds allocated pursuant to the SACPA will be deposited into that Trust Fund; (4) designate a lead agency within the City to be responsible for the coordination, development and implementation of the SACPA; and, (5) submit an annual County Plan, describing the processes, services and expenditures for implementing the SACPA each fiscal year.

On March 5, 2001, the Board of Supervisors approved an ordinance (File 01-0061) to establish the Substance Abuse and Crime Prevention Trust Fund and designated DPH as the lead agency. On May 29, 2001, the Board of Supervisors approved the FY 2001-2002 County Plan (File 01-0923) which described how the criminal justice and treatment

systems would work together to provide eligible individuals¹ with substance abuse services under the SACPA (See Comment No. 2) beginning on July 1, 2001.

Mr. James Stillwell of DPH advises that SACPA also requires that any revisions made to an existing annual County Plan must be approved by the local, designated, approval authority, which is currently the Board of Supervisors. According to Mr. Stillwell, an existing County Plan would be revised if (a) additional State funding becomes available whereby such additional funding would change the amount and/or type of services provided under an existing County Plan; or if, (b) the State changes the terms of SACPA, which could affect the amount and/or type of services provided under an existing County Plan. Currently, any revisions to the FY 2001-2002 County Plan would need to be approved by the Board of Supervisors.

Approval of the proposed resolution would transfer such revision approval authority of the FY 2001-2002 County Plan from the Board of Supervisors to the DPH. Mr. Stillwell advises that giving DPH the authority to approve revisions to the FY 2001-2002 County Plan, without subsequent Board of Supervisors approval, would permit DPH to respond quickly to changes in the SACPA legislation or any additional funding that the State may provide during FY 2001-2002 which would result in revisions to the amount and/or type of services available to eligible individuals (see Comment No. 4). According to Mr. Stillwell, under the proposed resolution, the Board of Supervisors would still have approval authority of future annual County Plans.

Comments:

1. According to Mr. Stillwell, the State set aside \$2,298,950 in SACPA start-up funds to San Francisco for FY 2000-2001 and allocated \$4,435,113 in FY 2001-2002. Mr. Stillwell advises that any unspent funds can be carried forward to

¹ All persons who are convicted of the offenses specified by State statute and who meet the State statute's criminal history requirements are entitled to the treatment-related conditions of the probation under the SACP Act. A person is ineligible if (a) s/he has completed serving a felony (other than a non-violent drug-related felony) or a misdemeanor involving physical injury or the threat of physical injury within the past five years; (b) s/he has been convicted of a misdemeanor not related to the use of drugs, or any felony in addition to the non-violent drug possession charge; (c) the current offense involved the use of a firearm, in addition to non-violent drug possession; and, (d) s/he has already been convicted twice of non-violent drug possession and has been found by clear and convincing evidence to be unamenable to any and all forms of treatment.

future fiscal years. Mr. Stillwell further advises that it is anticipated that the State will allocate approximately \$4,435,113 annually through FY 2005-2006, when State funding for the SACPA will become subject to the State's budget process for continued implementation of SACPA. According to Mr. Stillwell, it is uncertain at this time if counties would be required to continue providing such substance abuse services after FY 2005-2006, if funding is not available.

2. Under the FY 2001-2002 County Plan, a potential client of the drug treatment program under the SACPA would progress through the justice and treatment systems in specific stages after conviction in the justice system. Those stages are: (1) *Assessment, Placement and Treatment*: after a person has been convicted or entered a guilty plea, the individual receives an assessment of the severity and complexity of his or her substance abuse problem within seven days. The assessment is conducted by the Treatment Access Program (TAP), a program of the Community Substance Abuse Services in the DPH (see Comment No. 5 below). Following assessment, the Court/Board of Prison Terms sentences the individual to treatment as a condition of probation/parole. At that point, the individual is sentenced and actually becomes eligible for dedicated treatment resources. The placement of the individual is authorized and coordinated by TAP. The treatment provider prepares a treatment plan for the individual and submits that plan through TAP to the Adult Probation Department or the State Department of Parole (Probation/Parole). The plan includes an array of appropriate substance abuse services and may include ancillary services, such as literacy training, family counseling and vocational training services; (2) *Reporting and Monitoring*: TAP is responsible for tracking an individual's treatment progress and reporting quarterly to Probation/Parole. Monitoring by TAP and Probation/Parole ensures that individuals receive the most appropriate treatment services and that treatment providers are in compliance with SACPA requirements. If an individual is determined to not be sufficiently motivated to continue with treatment such determination is reported to Probation or Parole for consultation with TAP on what is a more appropriate treatment plan or if a motion should be filed to modify or revoke probation; and, (3) *Completion of Treatment*

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

and Dismissal of Charges: Upon an individual's successful completion of his or her treatment plan, TAP is responsible for verifying and preparing a report of compliance to Probation/Parole, the District Attorney and the individual's defense counsel. According to Mr. Stillwell, individuals are eligible for dismissal of charges upon successful completion of the treatment program.

3. According to Mr. Stillwell, the development of the FY 2001-2002 County Plan was an extensive collaborative community-based planning process that began in January of 2001. The planning process involved representatives from the Board of Supervisors, the District Attorney's Office, the Trial Courts, the Department of Public Health, the Department of Human Services, the Adult Probation Department, the State Department of Parole, the Sheriff's Department, the Police Department, the Controller's Office, the Mayor's Office of Neighborhood Services, the Mayor's Criminal Justice Council, the community, the Treatment Demand Council, advocacy groups, substance abuse treatment providers and the faith community.

4. According to Mr. Stillwell, on October 11, 2001, State Senate Bill 223 (Burton), providing monies for drug testing of clients under the SACPA was signed into law. Mr. Stillwell advises that on November 9, 2001, the State released the requirements that counties must meet to receive these funds, which included submitting a revised County Plan to the State by January 10, 2002. Mr. Stillwell further advises that under the Burton Bill, San Francisco would receive an additional \$325,554 in SACPA funds.

As required by SACPA, an outside advisory committee, representing the Public Defender's Office, the Mayor's Office, the Trial Courts, Probation and Parole and other impacted stakeholders, reviewed the revisions to the FY 2001-2002 County Plan and approved the changes at its December 19, 2001 meeting. The delegated approval authority, which is currently the Board of Supervisors, must approve these changes in order to receive the \$325,554 in additional SCAPA funding. In the attached memorandum, Attachment I, Mr. Stillwell advises that the State was aware of the short timeline for submitting the revised FY 2001-2002 County Plan and advised that DPH request that approval authority

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

to revise the FY 2001-2002 County Plan be transferred from the Board of Supervisors to DPH. According to Mr. Stillwell, the State has agreed to award San Francisco the additional \$325,554 in SACPA funds if the proposed resolution is approved by the Board of Supervisors and submitted to the State by February 15, 2002. However, Mr. Stillwell advises, if the proposed resolution is not approved, then the City would lose the \$325,554 in additional SACPA funding. Mr. Stillwell advises that DPH will spend the additional \$325,554 SACPA funds as follows:

Urine Toxicology for SACPA Clients	
3,333 tests (33 per day for 5 months) @ \$15/test	\$50,000
Additional Assessor/Case Management/ Administrative Support for SACPA	100,000
Additional Treatment Resources for SACPA	<u>175,554</u>
Total	<u>\$325,554</u>

Attachment II, provided by DPH, is a copy of the revised FY 2001-2002 County Plan, which DPH will submit to the State on January 10, 2002.

5. Under the Community Substance Abuse program, TAP places individuals in drug treatment programs run by community-based organizations. The DPH currently contracts with 45 community-based organizations to provide substance abuse treatment programs on behalf of the DPH. Mr. Stillwell advises that using the SACPA funds, DPH modified existing substance abuse treatment contracts with 14 of the 45 community-based agencies so that treatment services were available as of July 1, 2001. Such modifications were limited to agencies with existing contracts for State licensed or certified drug and alcohol treatment programs, as required by the SACPA. Mr. Stillwell advises that such initial funds were awarded on a sole-source basis, as approved by the Health Commission, to expedite the establishment of the program. These contract modifications are funded from the SACPA Start-up funds of \$2,298,950 and the FY 2001-2002 SACPA funds of \$4,435,113. Mr. Stillwell further advises that other existing contracts may be modified as additional agencies acquire the required State license or certificate on a sole source basis and any new contracts would be awarded on a competitive bid basis. See the Attachment, provided by Mr. Stillwell, for a list of the 14

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

community-based organizations and the amount of funds currently awarded under the SACPA Program.

6. According to Mr. Stillwell, the SACPA prohibits local jurisdictions from supplanting funding for existing drug diversion programs in San Francisco. Currently, there are two existing drug-diversion programs for pre-guilty plea defendants (a) Drug Diversion for defendants with first-time felony drug possession offenses; and, (b) Drug Court for repeat offenders with multiple eligible charges. Mr. Stillwell advises that the SACPA funds will not replace or supplant the funds for these two existing drug diversion programs and that the SACPA probation and drug treatment program is for individuals who have been convicted of certain non-violent drug possession charges.

Recommendation: Approval of the proposed resolution, which will transfer approval of revisions to the FY 2001-2002 County Plan from the Board of Supervisors to DPH, is a policy matter for the Board of Supervisors.

**Department of Public Health
Community Substance Abuse Services**



TO: Maureen Singleton
FROM: James Stillwell
DATE: January 2, 2002
RE: Response to Questions in Reference to File 01-2230

Allocations of the Current Plan

See attached spreadsheet: Proposition 36 Treatment Contract Allocation.

Nonprofit Organizations Contracted with Since the Issuance of the Last Report

CSAS continues to contract with the following agencies for the provision of the Substance Abuse & Crime Prevention Act (SACPA):

- | | |
|---|-----------------------------------|
| ▪ Asian American Recovery Services | ▪ Mission Council |
| ▪ Bayview Hunters Point Foundation | ▪ Morrisania West |
| ▪ Community Awareness & Treatment Services (CATS) | ▪ New Leaf |
| ▪ Haight Ashbury Free Clinics | ▪ Ohlhoff Recovery Program |
| ▪ Horizons Unlimited | ▪ Potrero Hill Neighborhood House |
| ▪ Iris Center | ▪ Walden House |
| ▪ Jelani, Inc. | ▪ Westside Community |

Since the last report, Bay Area Addiction Research & Treatment, Inc (BAART) decided not to contract with CSAS due to the financial reporting requirements.

Response to Question Regarding Comment 1

Under SACPA, after FY 2005-2006, will counties be required to continue to provide such services if it is not funded?

While the funding for SACPA expires after 2005, the provisions of the law do not. Unless new legislation or initiatives are introduced that modify sentencing provisions, people will still be eligible for treatment.

Response to Question Regarding Comment 4

Why has it taken 3 months to submit the resolution to the BOS?

The State Department of Alcohol and Drug Programs released the requirements counties must meet to receive funds under SB 223 (Burton), Chapter 721, Statutes of 2001, on November 9th. The decision was made at that time that a month was not sufficient to revise the plan in collaboration with impacted stakeholders as required by Section 9515, Title 9, CCR. The State has been mindful of the short timeline and advised that we request the delegated approval authority, which most Counties requested and received when submitting the original plan.

The State's deadline for the plan is January 10th. If the resolution is approved, it must be submitted by February 15th to receive the funds.

Proposition 36 Treatment Contract Allocation

Pop	Modality	Agency	Estimated Clients	Static Slots	Service Units/wk	Unit Rate	Total Cost
Coed	Outpatient	BVHP Center For Prob Drinkers	16	4	3	58.54	36,529
Coed	Outpatient	Horizons	20	5	3	65.00	50,700
Coed	Outpatient	New Leaf	12	3	3	65.00	30,420
Coed	Outpatient	Jelani	20	5	3	65.00	50,700
Coed	Outpatient	HAFC/Glide	12	3	3	56.00	26,208
Coed	Sub total		80	20	3	62.36	194,557
Coed	Intens Outpt AARS		8	2	4	70.00	29,120
Coed	Intens Outpt Mission Council		24	6	4	41.03	51,205
Coed	Intens Outpt Westside Inner city		20	5	4	53.82	55,973
Female	Intens. Outpt Iris		20	5	4	70.00	72,800
Family	Intens. Outpt Iris Children		36	9	4	40.00	74,880
Family	Sub total		108	27	4	50.57	283,978
Coed	Day Tx	Morissana West	16	4	5	51.61	53,674
Coed	Day Tx	Potrero Hill	12	3	5	70.00	54,600
Coed	Day Tx	Walden Hse	12	3	5	65.17	50,833
Coed	Sub total		40	10	5	61.20	159,107
Coed	Residential	AARS	4	2	7	85.00	61,880
Coed	Residential	CATS GoldenGate Srs	4	2	7	39.49	28,749
Coed	Residential	Walden Hse	20	12	7	72.06	315,623
Male	Residential	CATS Redwood	8	4	7	50.40	73,382
Male	Residential	HAFC Western Addition	4	2	7	70.00	50,960
Female	Residential	Ohlhoff	6	3	7	82.00	89,544
Coed	3-Dx Res	HAFC/Cir for Recov	5	2	7	125.00	91,000
Coed	Sub total		51	27	7	72.36	711,138
Coed	Meth Maint	Westside	25	20	7	14.00	95,805
Coed	Meth Maint	BVHP	39	31	7	14.00	153,237
Coed	Sub total		64	51	7	14.00	249,042
Coed	Cs Mgt	TAP/AARS	1,000	2490	as needed	35.00	87,134
Total			1,684,956				



Revision 1- The assessment process that will be used to determine the placement for treatment of eligible defendants, including the need for additional services that may improve the effectiveness of treatment:

The majority of all assessments will be administered by the Treatment Access Program (TAP), a unit of Community Substance Abuse Services (CSAS).

TAP has the responsibility to obtain and maintain up-to-date assessments. Assessments will not be re-done on the same client by different assessors. Whenever possible, TAP will accept assessments conducted within 6 months, administered by Drug Court, Sheriff's Department, Probation or other sources using a similar standardized instrument.

The Addiction Severity Index (ASI) will be used as the core assessment. It will be modified as necessary to ensure an efficient and effective assessment process.

San Francisco has an extensive system of treatment programs. A comprehensive array of substance abuse services will be offered to clients under the provision of the Act and will include the following: basic drug abuse education, mentoring, alternative life skills training, outpatient services, intensive outpatient and day treatment, residential treatment, and, methadone maintenance.

The Act provides for literacy training, family counseling and vocational training services to clients in instances when the assessment indicates that they are necessary. DPH is fully committed to providing these enhancements to the basic substance abuse services. DPH will use its professional services contracting method for providing ancillary services.

The need for ancillary services will be identified through the 14-Day Treatment Services Review ("TSR") form, administered during assessment, and communication between the client and TAP and the client and the treatment provider.

A portion of the funds available through the Senate Bill 223 will be used to hire an additional Assessor/Case Manager and to purchase an additional 40 slots in outpatient treatment.

Revision 2- The criteria used by the county, utilizing the tools available through contract enforcement, to monitor and enforce the quality of drug treatment and other services provided:

Through annual contract monitoring and site reports, CSAS ensures that appropriate services are available to alcohol or other drug dependant individuals when they are ready to participate in a program. Services focus on: offering client focused services; responding to community needs; ensuring equal access; maintaining commitment to Culturally Competency; integrating the service delivery system; and, promoting a range of services.



Annual site/program reviews and reports include State and County treatment standards. Each program follows a court-mandated protocol of client satisfaction surveys, which are analyzed and repeated annually.

Each treatment contract has specific, measurable quality outcomes and indicators, such as length of time in treatment and client disposition at end of treatment episode. These objectives are measured and repeated annually.

In addition to CSAS monitoring, the protocol between TAP and Probation/Parole will ensure that clients receive the most appropriate treatment services and that treatment providers are in compliance with the requirements set forth under the Act.

Revision 3- How drug testing will be used as a treatment tool:

SACPA clients will be tested twice a month with either self-administered or lab processed tests.

Urine testing is useful in measuring any discrepancy between the client's stated goal of abstaining from alcohol and drugs and their actual use. With that finding, drug testing creates an opportunity for counseling and intervention. It is not the sole determination for any clinical decision.

Revision 4- The county's treatment goals for eligible parolees and probationers, as well as the process the county will use to report on the number of eligible parolees and probationers provided drug treatment and other services as determined by their assessment:

Treatment goals are based on an individual assessment which aims to provide the client with an appropriate level (modality) and duration of treatment in order for the client to successfully arrest drug use and related involvement in the criminal justice system.

TAP will assume primary responsibility for tracking the treatment progress of clients and reporting quarterly to Probation/Parole. Reports will provide an update of the client's status in treatment.



**Fiscal Plan of the Revised San Francisco County Plan
under the Substance Abuse Treatment and Testing
Accountability (SATTA) Program**

Column A		Column B
(1)	COUNTY ALLOCATION FOR SATTA	\$325,554
(2)	COUNTY PLANNED EXPENDITURES	
(3)	Drug Testing	\$50,000
(4)	Other Authorized Purposes	\$275,554
(5)	TOTAL	\$325,554
(6)	PROGRAM SERVICE PROJECTIONS	
(7)	Number of clients to be served	333
(8)	Number of tests to be administered	3,333
(9)	Projected average cost per client	\$1,515
(10)	Projected average cost per test	\$15

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Item 6 – File 01-2259

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Community Mental Health Services, to accept and expend federal SAMHSA Mental Health Block Grant funds in the total amount of \$3,198,952 from the State Department of Mental Health to improve the system of care for seriously emotionally disturbed children and mentally ill adults in San Francisco, including those with a diagnosis of a dual disorder of mental illness and substance abuse; for the period of July 1, 2001 to June 30, 2002.

Amount: \$3,198,952 (\$2,110,871 appropriated in the FY 2001-2002 budget and \$1,088,081 in additional funds)

Grant Period: July 1, 2001 through June 30, 2002 (One Year, See Comment No. 1)

Source of Funds: Substance Abuse Mental Health Services Administration (SAMHSA) Block Grant distributed by the State Department of Mental Health

Required Match: None required.

Indirect Costs: The terms of the subject grant prohibit the inclusion of indirect costs.

Description: SAMHSA Block Grant funds in the amount of \$3,198,952 have been allocated to the City to improve the system of care for seriously emotionally disturbed children and severely mentally ill adults in San Francisco, including those with dual diagnosis, or a diagnosis of a dual disorder of mental illness and substance abuse. The subject \$3,198,952 of grant funds consists of \$2,110,871 of SAMHSA grant funds that have been appropriated for FY 2001-2002, \$402,260 of SAMHSA funds carried forward from the FY 2000-2001 SAMHSA grant and \$685,821 of additional SAMHSA grant funding for dual diagnosis programs.

According to Ms. Louise Rogers of DPH, grant funded activities would include the following: (1) expanding

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

access to community care and diverting individuals from institutional care, (2) providing mental health education and outreach, (3) referring individuals to appropriate mental health treatment, (4) providing crisis case management services for individuals discharged from institutional care who have not yet begun ongoing mental health treatment, (5) evaluating hospitalized individuals to determine their readiness for discharge, (6) ensuring that DPH's Community Mental Health Services authorizes treatment and pays service providers, (7) creating a dual disorder training curriculum to provide ongoing training to mental health care providers and (8) funding for dual disorder specialists to provide additional treatment capacity for dually disordered clients in City-operated mental health clinics.

Budget: A summary budget for the total \$3,198,952 of grant funding is as follows:

Personnel (24.25 FTE positions) ¹	\$1,354,645
Mandatory Fringe Benefits (26% of Salaries)	352,532
Contract and Operating Expenses ²	<u>\$1,491,775</u>
Total Budget	\$3,198,952

Attachment I, provided by Ms. Rogers, provides additional budgetary details to support the \$3,198,952 budget.

Comments: 1. The SAMHSA Block Grant has been awarded to DPH through the State Department of Mental Health each year for more than ten years. The proposed resolution would allow the DPH to accept and expend the full amount of \$3,198,952. The subject \$3,198,952 will allow the program to expand from the current fiscal year \$2,110,871 approved SAMHSA grant funding by

¹ Includes the following: (1) 20.0 FTE positions already approved in the original FY 2001-2002 SAMHSA Block Grant as approved by the Board of Supervisors, (2) creates 4.25 new FTE positions and actual payroll which has increased costs from the original budget

² Includes the following: (1) \$891,527 in contractual expenses, \$470,833 which was already approved by the Board of Supervisors and \$420,694 in additional contractual expenses, (2) \$315,400 for new computers and software, \$100,000 which has already been approved by the Board of Supervisors and \$215,400 in additional computer equipment, (3) \$174,848 of approved funds for the Family Mosaic Project, a case management program for seriously emotionally disturbed children, (4) \$110,000 in equipment, \$50,000 of which has already been approved by the Board of Supervisors and \$60,000 in additional expenses for wheelchairs and disabled access to showers at San Francisco General Hospital.

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

\$1,088,081 due to an additional \$402,260 of SAMHSA grant funding that would be carried forward from FY 2000-2001 and \$685,821 that was awarded to fund dual diagnosis-related treatments which Ms. Rogers anticipates will become part of the on-going SAMHSA Block Grant allocation to DPH.

Ms. Rogers advises that the \$2,110,871 of SAMHSA Block Grant funds have already been appropriated in DPH's FY 2001-2002 budget. Ms. Rogers further advises that the remaining \$1,088,081 of SAMHSA grant funds have a grant period of January 1, 2002 through June 30, 2002. The proposed resolution should, therefore, be amended to provide for retroactive acceptance and expenditure of the subject grant funds.

2. The subject grant funds the following existing 20.0 FTE positions, shown in Attachment I:

<u>DPH Personnel</u>	<u>Class</u>	<u>Number of Positions</u>	<u>Budgeted Salary</u>
Clerk Typist	1424	2.5	\$92,893
Sr. Clerk Typist	1426	1.0	39,134
Jr. Administrative Analyst	1820	1.0	42,175
Consumer Analyst	1822	2.0	113,466
Sr. Physician Specialist	2232	1.0	125,000
Registered Nurse	2320	2.5	173,030
Mental Health Educator	2822	1.0	66,964
Social Worker	2910	3.0	152,133
Psychological Social Worker	2930	2.0	89,171
Marriage, Child & Family Counselor	2931	3.0	201,583
Sr. Psychological Social Worker	2932	<u>1.0</u>	<u>71,356</u>
Subtotal Existing Positions		20	\$1,166,905
Fringe Benefits			<u>303,395</u>
Total Existing Personnel			\$1,470,300

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

The subject grant would fund the following new 4.25 FTE positions at DPH for six months, as shown in Attachment I:

<u>DPH Personnel</u>	<u>Class</u>	<u>Number of Positions</u>	<u>Budgeted Salary</u>
Principal Accountant	1654	.25	\$16,939
Clinical Psychologist	2574	1.0	37,044
Psychological Social Worker	2930	<u>3.0</u>	<u>133,757</u>
Subtotal New Positions		4.25	\$187,740
Fringe Benefits			<u>49,137</u>
Total New Positions			\$236,877
Grand Total – Salaries and Fringe Benefits			\$1,707,177

According to Ms. Rogers, the new 4.25 FTE positions would increase DPH's capacity to treat dually disordered clients and improve the DPH's mental health delivery system. As stated in the proposed resolution, the 24.25 FTE positions are designated "G", or grant-funded positions that would terminate when the subject grant expires.

3. The additional grant funds would provide \$420,694 in additional funding for contractual services. According to Ms. Rogers, DPH would allow the West Bay Filipino Multi-Service Center to carry forward \$12,606 of unused funds from its previous FY 2000-2001 contract with DPH to its current FY 2001-2002 contract with DPH of \$60,000, for a total contract of \$72,606. Ms. Rogers advises that this contract would fund outreach, mental health education and linkage to mental health services for Filipino families.

Ms. Rogers states that the Baker Places and the Conard House would each have their current contract with DPH amended by \$100,000 to provide case management and support for mental health clients in their independent living facilities. With the additional \$100,000 to each organization, Ms. Rogers advises that the Baker Places contract with DPH would total \$6,326,575 for FY 2001-2002 and the Conard House contract with DPH would total \$4,111,002 for FY 2001-2002.

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Ms. Rogers advises that the Richmond Area Multi-Service Center and the Asian American Recovery Services would each have their existing contract with DPH amended by \$37,500 for dual disorder counselors at each site. Ms. Rogers further advises that with the additional \$37,500, the Richmond Area Multi-Service Center's contract with DPH would total \$2,901,184 and the Asian American Recovery Services contract with DPH would total \$4,817,342 with the additional \$37,500.

Ms. Rogers advises that the Westside Community Mental Health Center would be awarded two contracts, a \$70,000 contract and a \$30,000 contract, for a total of \$100,000. Ms. Rogers further advises that the \$70,000 contract would provide training, consultations, and \$20,000 in stipends for seven clinicians-in-training. According to Ms. Rogers, each clinician-in-training would receive a \$2,857 stipend to assist in living expenses while receiving training in treating dual disorder patients. Ms. Rogers notes that the \$30,000 contract with the West Side Community Mental Health Center would provide temporary housing, food and clothing for clients that have recently been discharged from mental health institutions.

Ms. Rogers notes that the Research in Special Education (RISE) program would receive an additional \$33,088 to its current FY 2001-2002 contract of \$165,000, for a total contract of \$198,088. Ms. Rogers advises that RISE would provide mentoring and tutoring for children in DPH's Family Mosaic Project, a case management program for seriously emotionally disturbed children. This contract was awarded on a sole source basis, according to Ms. Rogers, because RISE is the only provider in San Francisco of mentoring and tutoring services to seriously emotionally disturbed children.

4. Attachment II is the Grant Information Form, provided by Ms. Rogers, which includes the Disability Access Checklist.

Recommendations:

1. In accordance with Comment No. 1, amend the proposed resolution to provide for retroactivity as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

- a) on page 1, line 5, in the title, insert "retroactively" after "to accept and expend" so that the phrase reads "to accept and expend retroactively"...
- b) on page 1, line 24, insert "retroactively" after "to accept and expend" so that the phrase reads "to accept and expend retroactively"...

2. Approve the proposed resolution, as amended.

SAMHSA BLOCK GRANT				
State of California		Health & Human Services Agency		
Department of Mental Health				
Federal Grant Detailed Program Budget				
MH 1779 REV(3/99)		SUBMISSION DATE		30-Jun-01
COUNTY: San Francisco		FISCAL YEAR:		Fy 01-02
CONTACT PERSON: Steve Seidman		TELEPHONE NO.:		
PROGRAM NAME: Adult System of Care/Family Mosaic Project		PROVIDER NUMBER(S):		N/A
STAFFING				
		1	2	3
TITLE OF POSITION	FTE	Last Approved Budget 00-01	Request or Change	Total
1				
2				
3:				
4:				
5:				
6:	SEE ATTACHED			
7:				
8:				
9:				
10:				
11				
12 Total Staff Expenses (sum lines 1-11)	24.25	1,229,190	477,987	1,707,177
13: Consultant Costs				
14: Filipino Family Therapist		70,000	431,606	501,606
15: Consultants Transitional Youth				
16: Dual Diagnosis Older Adult				
17: Equipment (Where feasible lease or rent) (itemize)				
18: Vehicle Purchase		180,000	(130,000)	50,000
19: Wheelchairs			40,000	40,000
20:				
21: Computers & Software		100,000	215,400	315,400
22:				
23:				
24:				
25:				
26				
27:				
28: Travel, Per diem, Mileage & Vehicle Rental Lease				
29:				
30: Other Expenses				
31: Client Flexible Funding		50,000		50,000
Disabled Access to showers SFGH			20,000	20,000
33:				
32: Family Mosaic (see attached)		481,681	33,088	514,769
35:				
36: County Administrative Costs				
37:				
38: NET PROGRAM EXPENSES (SUM LINES 12-37)		2,110,871	1,088,061	3,198,952
39: Other Funding Sources: Federal Funds				
40: Non-Federal Funds				
41: Total Other Funding Sources (sum lines 39 & 40)				
42: GROSS COST OF PROGRAMS (sum lines 38 and 41)		2,110,871	1,088,061	3,198,952
		DMH APPROVAL TERI NEWBY		
		Telephone: (916) 654-3254		
		Date:		
Total Gross Cost for Fy 01/02 Includes roll over of unexpended funds from Fy 00/01				
In the amount of \$573,737.				

SAMHSA BLOCK GRANT				
State of California		Health & Human Services Agency		
Department of Mental Health				
Federal Grant Detailed Program Budget				
MH 1779 REV(3/99)		SUBMISSION DATE		16-Nov-01
COUNTY: San Francisco		FISCAL YEAR:		Fy 01-02
CONTACT PERSON: Louise Rogers		TELEPHONE NO.:		(415)255-3416
PROGRAM NAME: Adult System of Care		PROVIDER NUMBER(S):		N/A
STAFFING				
		1	2	3
TITLE OF POSITION	FTE	Last Approved Budget 00-01	Request or Change	Total
1 1424 Clerk Typist	2.5	60,043	32,850	92,893
2 1426 Sr. Clerk Typist	1.0	43,212	(4,078)	39,134
3 1654 Principal Accountant	0.25		16,939	16,939
4 1820 Jr. Adm. Analyst	1.0		42,175	42,175
5 1822 Consumer Analyst	2.0	98,970	14,496	113,466
6 2232 Sr. Physician Specialist	1.0	51,419	73,581	125,000
7 2320 Registered Nurse	2.5	70,490	102,540	173,030
8 2574 Clinical Psychologist	1.0		37,044	37,044
9 2822 Mental Health Educator	1.0	56,158	10,806	66,964
10 2910 Social Worker	3.0	138,372	13,751	152,123
11 2930 Psych Social Worker	5.0	59,163	163,765	222,928
12 2931 Marriage, Child & Family Counselor	3.0	183,391	18,192	201,583
13 2932 Sr. Psych Social Worker	1.0	88,607	(17,251)	71,356
14 Temporary Salaries (P103)		93,426	(93,426)	
15 Premium Pay(24 hr. Mobile Crisis)		30,000	(30,000)	
16 Mandatory Fringes 26%		255,939	96,593	352,532
17				
18 Total Staff Expenses(sum lines 1-17)	24.25	1,229,190	477,987	1,707,177
19				
20 Medical Services Contracts		70,000	431,806	501,806
21 Westbay	72,806			
22 Institute Familiar	24,000			
23 Mental Health Board	30,000			
24 Baker/Conard -Cooperative Housing	200,000			
25 RAMS/AAR's - counselors	75,000			
26 Westside -Training/Consultation/stipends	70,000			
27 Westside - Temporary housing	30,000			
28				
29				
30 Equipment				
31 Vehicle Purchase		180,000	(130,000)	50,000
32 Wheelchairs for disabled indigent clients			40,000	40,000
33 Computers:		100,000	(100,000)	
34 Computer Server			25,000	25,000
35 Computers			237,600	237,600
36 Printers			13,800	13,800
37 Workstation/desk & printer tables			27,000	27,000
38 Datelines			12,000	12,000
39				
40 Other Expenses:				
41 Westside- Client Flex Funding		50,000		50,000
42 Disabled access to showers SFGH			20,000	20,000
43				
44				
45				
46 County Administrative Costs				
47 NET PROGRAM EXPENSES (SUM LINES 18-46)		1,629,190	1,054,993	2,684,183
48 Other Funding Sources: Federal Funds				
49 Non-Federal Funds				
50 Total Other Funding Sources(sum lines 48 & 49)				
51 GROSS COST OF PROGRAMS(sum lines 47 & 50)		1,629,190	1,054,993	2,684,183
Total Gross Cost for Fy 01/02 includes roll over of unexpended funds from Fy 00/01				
In the amount of \$540,849				
DMH APPROVAL TERI NEWBY				
Telephone: (916) 654-3254				
Date:				

SAMHSA BLOCK GRANT					
State of California		Health & Human Services Agency			
Department of Mental Health					
Federal Grant Detailed Program Budget					
MH 1779 REV(3/99)		SUBMISSION DATE 16-Nov-01			
COUNTY: San Francisco		FISCAL YEAR: Fy 01-02			
CONTACT PERSON: Phillip Tse		TELEPHONE NO.: (415)255-3637			
PROGRAM NAME: Family Mosaic Project		PROVIDER NUMBER(S): N/A			
STAFFING		1	2	3	
TITLE OF POSITION	FTE	Last Approved Budget 00-01	Request or Change	Total	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17	Total Staff Expenses (sum lines 1-16)	-	-	-	-
18					
19	Equipment				
20	Copier	6,000	-	6,000	
21					
22					
23	Supplies				
24	Postage & other supplies	6,500	-	6,500	
25					
26					
27	Travel				
28	Client Transportation	41,298	-	41,298	
29					
30	Other Expenses	102,811	-	102,811	
31	Rent	8,301	-	8,301	
32	Telephone	500	-	500	
33	Duplication & Printing	9,640	-	9,640	
34	Miscellaneous		-		
35	Subcontracts (see attachment)	308,833	33,088	339,921	
36					
37					
38	County Administrative Costs				
39	NET PROGRAM EXPENSES (SUM LINES 17-38)	481,681		514,769	
40	Other Funding Sources: Federal Funds				
41	Non-Federal Funds				
42	Total Other Funding Sources (sum lines 40-41)				
43	GROSS COST OF PROGRAMS (sum lines 39 and 42)				
		DMM APPROVAL		TERI NEWBY	
		Telephone:		(916) 654-3254	
		Date:			
Total Gross Cost for Fy 01-02 includes roll-over of unexpended funds for Fy 00-01 in the amount of \$33,088.					

File Number: _____

(Provided by Clerk of Board of Supervisors)

Grant Information Form

(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: SAMHSA Mental Health Block Grant
2. Department: Department of Public Health, Community Mental Health
3. Contact Person: Louise Rogers Telephone: 255-3416
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$3,198,952 (approved FY 01-02 allocation of \$1,939,394 plus \$573,737 carry forward from FY 00-01, plus \$685,821 dual diagnosis set-aside).

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Federal Substance Abuse Mental Health Services Administration

b. Grant Pass-Through Agency (if applicable): State Department of Mental Health

8. Proposed Grant Project Summary:

This SAMHSA block grant proposal has been revised to incorporate an additional \$685,821 allocated by the State Department of Mental Health to San Francisco for dual diagnosis services and resubmitted to the Board of Supervisors. The grant is used to improve the system to provide mental health services to seriously emotionally disturbed children and severely mentally ill adults. In addition to the components supported by the on-going grant, the additional funds will be used to develop dual disorder treatment capacity within the existing service delivery system. This includes: a) hiring one 2574 psychologist to develop a dual disorder treatment curriculum and implement an intensive training initiative of clinics; b) hiring three 2930/31 social worker/marriage, family therapists to provide additional treatment capacity for dually disordered clients; adding two dual disorder counselors to contracted mental health clinics; and c) certifying mental health providers to provide and bill for substance abuse services and certifying substance abuse providers to provide and bill for mental health services to encourage development of dual disorder programs. In addition, the grant includes a new .25 1654 accountant and one-time funds for items to improve the infrastructure of the mental health delivery system: computers and printers, vehicles, wheelchairs for disabled clients, improvements to disabled access to showers at SFGH inpatient psychiatric units, start-up costs for cooperative housing arrangements.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

The portions of the grant that were already approved by the Board of Supervisors are underway.

The portion of the grant related to the new dual disorder initiative will have the following schedule:

Start-Date: 1/1/02 End-Date: 6/30/02

(It is expected that the grant will become a part of the on-going State allocation to the Department in future funding years.)

10. Number of new positions created and funded: 4.25 (in addition to previously created 20 in base grant)

11. If new positions are created, explain the disposition of employees once the grant ends? : It is expected that these grant funds will become a part of the ongoing annual allocation provided by the State Department of Mental Health, so the end for the grant should not create a funding problem.

12a. Amount budgeted for contractual services: \$891,527 of which \$420,694 is new and \$470,833 is part of the base (already approved) grant.

b. Will contractual services be put out to bid? : Expansion of current contracts.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? :

d. Is this likely to be a one-time or ongoing request for contracting out?: Ongoing

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency ☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

<input checked="" type="checkbox"/> Existing Site(s)	<input type="checkbox"/> Existing Structure(s)	<input checked="" type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input type="checkbox"/> New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

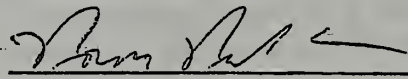
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability

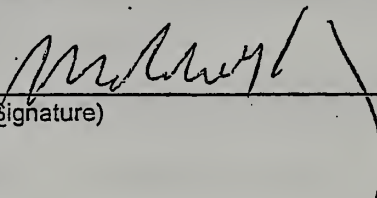
Reviewer: Norman Nickens Deputy Director
(Name) (Title)

Date Reviewed: 12-14-01


(Signature)

Department Approval:

Mitchell Katz, M.D. Director of Health
(Name) (Title)


(Signature)

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Item 7 – File 01-2260

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to accept and expend retroactively a grant in the amount of \$315,828 for the first year of a three year grant from the Centers for Disease Control and Prevention (CDC) for HIV prevention intervention research on the efficacy of condom skills building and to enter into an agreement for the use of these funds; for the period of September 30, 2001 to September 29, 2002.

Amount: \$315,828

Grant Period: September 30, 2001 through September 29, 2002 (One Year, See Comment No. 3)

Source of Funds: U.S. Centers for Disease Control

Required Match: None required (See Comment No. 2).

Indirect Costs: \$4,972 (22.2 percent of Salaries of \$22,368, See Comment No. 1)

Description: The subject grant provides funding to design and implement an intervention program to reduce the incidence of STD infections for individuals who are seeking diagnosis and treatment for STD infection and, therefore, are considered to be at high-risk for STD infections. The project will work with patients and health care providers at the San Francisco City Clinic in focus groups to design a program that educates high-risk individuals about the use of condoms. After the educational component is designed, the project will seek to educate individuals seeking treatment for STD infections at the San Francisco City Clinic, which is located in the South of Market area.

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Budget: The proposed program budget is as follows:

Grant Funds

.50 FTE Lab Assistant	\$22,368	
Fringe Benefits (25% of Salaries)	<u>5,592</u>	
Subtotal Personnel		\$27,960
Lab Supplies		25,000
Condoms		10,370
Travel		2,400
Advertising		4,284
Incentives		6,500
Postage		600
Contract with Center for AIDS Prevention Studies		<u>233,742</u>
Total Direct Costs		310,856
Indirect Costs		<u>4,972</u>
	Total Grant Budget	\$315,828

Comments:

1. The proposed resolution authorizes retroactive acceptance and expenditure of the first year of the three-year subject grant. Grant funds will also be included in the DPH's budget in FY 2002-2003 in the amount of \$286,411 and in FY 2003-2004 in the amount of \$288,602. Over three years, Ms. Lyn Fischer of DPH advises that the total amount of grant funding would be \$890,841. Ms. Fischer further advises that the Centers for Disease Control did not include indirect costs in the award for the second and third years of the subject grant.

2. As shown in the above budget, \$233,742 is allocated for a contract with the University of California – San Francisco's Center for AIDS Prevention Studies (CAPS). The subject contract would develop, implement and evaluate the intervention program to evaluate the efficacy of the proposed program in reducing the incidence of STDs among San Francisco City Clinic clients. The contract was awarded on a sole source basis because CAPS collaborated with DPH on the grant proposal and provides expertise in STDs and behavior modification for the proposed grant program that cannot be locally obtained elsewhere.

3. Ms. Fischer advises that although the subject grant period was to begin on September 30, 2001, the proposed resolution is coming before the Board of Supervisors only

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

now, over three months after the subject grant period was to begin, because DPH did not receive the award letter until after the subject grant period was to begin and, then, administrative delays at the University of California – San Francisco further delayed submission to the Board of Supervisors. Ms. Fischer further advises that, to date, no funds have been expended.

4. As shown in the above budget, \$6,500 is budgeted for incentives for participants in the project to assist with enrollment in the project. Ms. Fischer advises that these incentives would include coupons for Safeway and movie vouchers. Ms. Fischer further advises that each incentive would be a \$5 value, allowing the project to reach 1,300 participants in the first year.

5. The subject grant would fund .50 FTE of a Lab Assistant position. The proposed resolution states that this position should be a "G" coded, or a grant-funded position that would terminate when the subject grant expires.

6. The Attachment to this report is the Grant Information Form, provided by DPH, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

File Number: _____
(provided by the Board of Supervisors)

Grant Information Form (Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

1. Grant Title: Efficacy of Condom Skills Building Demonstrations for HIV/STD Prevention
2. Department: Department of Public Health, Population Health and Prevention, Sexually Transmitted Disease (STD) Prevention and Control Services
3. Contact Person: Wendy Wolf Telephone: 487-5501
Lyn Fischer Telephone: 487-5518
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$901,544 total for 3 years
\$315,828 for the first year
6. a.) Matching Funds Required: \$0
b.) Source(s) of matching funds (if applicable): N/A
7. a.) Grant Source Agency: Centers for Disease Control and Prevention
b.) Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: To determine whether a single session, group based condom skills intervention is effective in reducing incident STD infections at three and six month intervals among patients seeking services at the STD Clinic.
9. Grant Project Schedule:
Start-Date: 9/30/2001 End-Date: 9/29/02
10. Number of new positions created and funded: .50 FTE
11. If new positions are created, explain the disposition of employee(s) once the grant ends: Staff will be told that the position is for a limited period of time and will only be refunded if additional funding is identified. All efforts will be made to transition interested and qualified staff into vacancies of similar positions once funding is exhausted.

12. a.) Amount to be spent on contractual services: \$233,741
b.) Will contractual services be put out to bid?: No. The contract will be sole sourced to the Center for AIDS Prevention Studies.
c.) If so, will contract services help to further the goals of the department's MBE/WBE requirements? : N/A
d.) Is this likely to be a one-time or ongoing request for contracting out? One-time request to approve a three year contract.
- 13 a.) Does this budget include indirect costs? Yes
b.) If no, why are indirect costs not included? :
☐ Not allowed by granting agency ☐ To maximize use of grant funds on direct services
☐ Other (please explain):
14. Any other significant grant requirements or comments: None

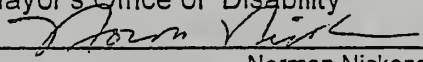
****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

- ☒ Existing Site(s) ☒ Existing Structure(s) ☐ Existing Program(s) or Service(s)
☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)
☐ New Site(s) ☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have not reviewed the proposal.

Departmental or Mayor's Office of Disability

Reviewer: 
Norman Nickens Deputy Director

Date Reviewed: 12-13-01
(Signature)

Department Approval: 
Mitchell Katz, M.D. Director of Health

(Signature)

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Item 8 – File 01-2261

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to accept and expend retroactively one-time funds in the amount of \$65,000 from the Centers for Disease Control (CDC) and Prevention supplemental to the CDC Prevention Cooperative Agreement to reduce HIV and HCV risk behaviors of injection drug users and others at risk for Hepatitis C and to enter into an agreement for the use of these funds; for the period of January 1, 2001 to December 31, 2001.

Amount: \$65,000

Grant Period: January 1, 2001 through December 31, 2001 (one-year)

Source of Funds: U.S. Centers for Disease Control and Prevention (CDC)

Required Match: None required

Indirect Costs: \$8,965 (16% of Total Direct Cost of \$56,035)

Description: The U.S. Centers for Disease Control (CDC) and Prevention has awarded the Department of Public Health (DPH) a one-time supplemental grant award totaling \$65,000 to complement DPH's existing CDC Prevention Cooperative Agreement for the grant period from January 1, 2001 through December 31, 2001. The existing Agreement is for \$10,907,138 such that if the proposed \$65,000 supplemental grant award is approved, the Cooperative Agreement between DPH and the CDC would total \$10,972,138, as shown in Attachment I.

The Prevention Cooperative Agreement seeks to improve the health of, and reduce the HIV and HCV (AIDS and Hepatitis C virus, respectively) risk behaviors of Injection Drug Users, and others at risk for Hepatitis C. This would be accomplished through testing and counseling for HCV and HIV, and referrals to appropriate services. According to Mr. Steven Tierney of DPH, to further the goals of the Agreement, DPH is receiving supplemental grant funding for one full-time Health Worker III. The Health Worker

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

would provide HCV antibody testing, HCV antigen testing, and promote Hepatitis C prevention, as part of DPH's prevention and counseling package.

Budget:

The proposed budget for the supplemental grant funds is as follows:

1.0 FTE (Health Worker III position)	\$45,497
Fringe Benefits (23%)	<u>10,538</u>
Subtotal Direct Costs	\$56,035
Indirect Costs	<u>8,965</u>
Total	<u>\$65,000</u>

Comments:

1. Although the proposed agreement period is from January 1, 2001 through December 31, 2001, according to Mr. Tierney, DPH has not yet accepted or expended any of the subject funds.

2. Mr. Tierney advises that DPH is requesting approval of the subject supplemental grant funds from the Board of Supervisors subsequent to the conclusion of the grant period because the CDC did not award these supplemental funds until the end of the Federal Fiscal Year, which ended on September 30, 2001. Therefore, DPH did not receive notice of the supplemental grant award from the CDC until late October of 2001. According to Mr. Tierney, the CDC has agreed to extend the grant period for one-year ending December 31, 2002. Therefore, the proposed resolution should be amended to extend the grant period through December 31, 2002.

3. According to Mr. Tierney, the Health Worker III would act as a Project Coordinator to collect data and implement protocols to ensure appropriate collection and transport of blood specimens, in addition to providing counseling and testing at local health centers. The proposed resolution stipulates that this is "G" coded, or a grant funded position which would terminate when the grant expires. Mr. Tierney states that DPH would seek funding from other sources or terminate the position once the grant period ends.

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

5. Attachment II is the Grant Information Form, provided by Mr. Tierney, which includes the Disability Access Checklist.

Recommendation: Amend the proposed resolution to reflect the extended agreement period from January 1, 2001 to December 31, 2002, and approve the resolution, as amended.

TERMS AND CONDITIONS OF THIS AWARD

The purpose of this amended Notice of Award is to provide supplemental funds of \$65,000 as requested in the letter dated August 10, 2001. The requested amount of \$65,000 is comprised of new funds. All other terms and conditions remain the same.

	Year 16 Original <u>Award</u>	<u>Change</u>	Year 16 Revised <u>Award</u>
Salaries & Wages.	\$2,153,236	\$45,497	\$2,198,733
Fringe	499,551	10,538	510,089
Consultants			
Equipment	56,600		56,600
Supplies	30,254		30,254
Travel	35,182		35,182
Other	53,751		53,751
Contractual	7,649,467		7,649,467
Total Direct	<u>\$10,478,041</u>		<u>\$10,478,041</u>
Indirect	429,097	8,965	438,062
Total Award	<u>\$10,907,138</u>	<u>\$65,000</u>	<u>\$10,972,138</u>

PLEASE REFERENCE YOUR AWARD NUMBER ON ALL CORRESPONDENCE.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Supplemental funds to CDC Prevention Cooperative Agreement: U62/CCU902017: Supplemental Numbers 16-2.

2. Department: San Francisco Department of Public Health, AIDS Office,
HIV Prevention Section

3. Contact Person: Steven Tierney Telephone: 554-9998

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$65,000

6a. Matching Funds Required: \$0.00

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Dept of Health & Human Services, Centers for Disease Control and Prevention

b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary: \$65,000 will pay a full-time Health Worker III to provide HCV antibody testing and promote the hepatitis prevention component at the Neighborhood Health on Wheels (HHOW) mobile health clinic and HCV antigen testing at collaborating community health clinics as part of an HCV prevention and counseling package. Thus will reduce HIV and HCV risk behavior among Injection Drug Users (IDUs) and others at risk for hepatitis C and improve the health of IDUs by providing testing and counseling for HCV antibody and antigen and referrals to appropriate services, to increase the number of people tested for HIV.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: Jan 1, 2001

End-Date: Dec 31, 2001

10. Number of new positions created and funded: One. A Health Worker III will work as a Project Coordinator to be responsible for all data collection and implementation of the protocols as well as testing and counseling provided at the local health centers; to work with the nursing staff of the health centers to assure appropriate collection of blood specimens and transport to the SFDPH Laboratory.

11. If new positions are created, explain the disposition of employees once the grant ends? We will find other funding sources or inform employee to find new position.

12a. Amount budgeted for contractual services: 0

b. Will contractual services be put out to bid? N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$8,965

b2. How was the amount calculated? 16% of total modified direct cost

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

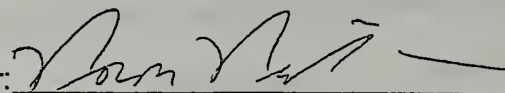
☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:

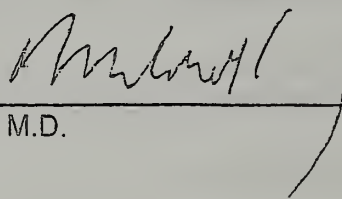


Norman Nickens

Deputy Director

Date Reviewed: 12-13-06

Department Approval:



Mitchell Katz, M.D.

Director of Public Health

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Item 9 – File 01-2262

Department: Department of Public Health (DPH)

Item: Resolution authorizing the San Francisco Department of Public Health, Community Mental Health Services (CMHS) to accept and expend retroactively funds in the amount of \$353,022 for the first year of a three year grant from the California Department of Mental Health (CDMH) and the San Francisco Private Industry Council (SFPIC) to reduce youth violence and substance abuse in San Francisco; for the period of July 1, 2001 to June 30, 2002.

Amount: \$353,022

Grant Period: July 1, 2001 through June 30, 2002 (One-year)

Source of Funds: \$ 75,522 - California Department of Mental Health
277,500 - San Francisco Private Industry Council
\$353,022 Total

Required Match: None required

Indirect Costs: \$7,552 (10% of \$75,522 grant from the CDMH. Indirect costs are not allowed by the SFPIC.)

Description: The proposed resolution authorizes the Department of Public Health (DPH) to accept and expend the first year of a three-year grant from the CDMH and the SFPIC. The subject grants would fund the mental health component of the Youth Development and Crime Prevention Initiative, which would provide youth development services for 70 clients annually, ages 14-21, who have been recently released from, or are at risk of entering into the juvenile probation system. According to Mr. Philip Tse of the DPH, a variety of health and vocational services such as individual therapy, mentoring and tutoring would be provided by two multidisciplinary care teams from DPH's Community Mental Health Services division, at four SFPIC Youth Opportunity Centers. The SFPIC Youth Opportunity Centers, located in San Francisco, are sites that assist at risk youth to transition into the community.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Budget: The budget for the subject grant funds for FY 2001-2001 are as follows:

Expenditure	SFPIC Grant Funds	CDMH Grant Funds	Total
Personnel	\$222,000	\$45,752	
Fringe Benefits @ 25%	55,500	<u>11,438</u>	
Personnel	277,500	57,190	334,690
Operating Expenses		5,780	5,780
Contractual Cost		5,000	5,000
Indirect Cost		7,552	<u>7,552</u>
Total Project Cost			\$353,022

Attachment I, provided by Mr. Tse contains additional budgetary details for the Youth Development and Crime Prevention Initiative.

Comment:

1. Mr. Tse reports that the subject grant is the first year of a three-year grant. Each year, the grant award is anticipated to total approximately \$353,022, and to have a similar project budget. Although the grant period is from July 1, 2001 through June 30, 2002, according to Mr. Tse, the subject grant funds have not yet been accepted or expended.

2. Mr. Tse advises that DPH is requesting approval of the subject grant funds from the Board of Supervisors six-months subsequent to the beginning of the grant period because the SFPIC did not award these grant funds until October 3, 2001 due to a lengthy grant funding negotiation period. In addition, the Health Commission did not approve the subject funds until late November of 2001. Mr. Tse advises that the SFPIC and the CDMH has agreed to allow any unused funds from the grant award to be carried over into the second and third years of the grant.

3. According to Mr. Tse, the proposed 2.0 FTE Mental Health Clinicians would participate in the two

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Public Health and Environment Committee
January 8, 2002 Public Health and Environment Committee Meeting

Community Mental Health Services multidisciplinary care teams by providing mental health services at the four Youth Opportunity Centers. They would conduct mental health assessments, and coordinate and provide needed treatment. Mr. Tse also notes that the .5 FTE Evaluator and 1.0 FTE Evaluator Assistant would act as health care analysts to design project evaluations, collect data, and prepare evaluation reports.

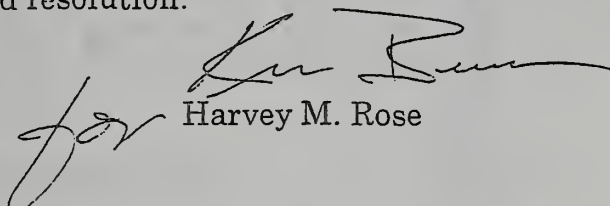
The proposed resolution stipulates that these are "G" coded, or grant funded positions which would terminate when the grant expires. Mr. Tse notes that DPH would seek other funding sources to continue the positions, or they would be terminated at the end of the grant period.

4. Mr. Tse reports that the subject grant would fund \$5,000 in contractual services. According to Mr. Tse, a consultant would be selected to provide a minimum of ten training sessions on various aspects of mental health and substance abuse. Mr. Tse states that, as of the writing of this report, the consultant has not yet been selected, but this \$5,000 contract would likely be awarded on a sole source basis in order to expedite the hiring of an experienced consultant with expertise in providing youth development and mental health training.

5. Attachment II is the Grant Information Form, provided by Mr. Tse, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

cc: Supervisor Maxwell
Supervisor Yee
Supervisor Leno
Clerk of the Board
Controller
Ben Rosenfield
Ted Lakey


for Harvey M. Rose

Community Mental Health Services
Youth Development and Crime Prevention Initiative
FY 01-02 (July 1, 2001 - June 30, 2002)
12 months budget detail

Revenue		WIA Funds	Mental Health	Total						
Private Industry Council Mental Health Grant		277,500	75,522	277,500 75,522						
Total Revenue		277,500	75,522	353,022						
Expenditures		Funding Sources								
1 Salaries	class	title	Step	EFE	BW rate	# of pps	Total cost	P/C	MH Grant	Total
Program Director	2593	HPC III	1	1.0	2,315	26,100	60,418	14,668	45,752	60,418
Clerical Support	1426	Sr. Clerk Typist	3	1.0	1,585	26,100	41,366	41,366		41,366
Mental Health Clinician	2930	Psy SW	2	1.0	2,303	26,100	60,108	60,108		60,108
Mental Health Clinician	2931	MFT	2	1.0	2,303	26,100	60,108	60,108		60,108
Evaluator Assistant	1802	Research Assistant	1	1.0	1,702	22,053	19,286	19,286		19,286
Evaluator	2119	Health Care Analyst	1	0.5	2,028	26,100	26,466	26,466		26,466
Total Salaries				5.5			267,752	222,000	45,752	267,752
Fringe Benefits @25%							66,937	55,500	11,438	66,938
Total Personnel							334,690	277,500	57,190	334,690
2 Operating Expenses										
Materials & Supplies							2,800		2,800	2,800
Local Travel							1,540		1,540	1,540
Copying, Printing							1,440		1,440	1,440
Total Operating Expenses							5,780	0	5,780	5,780
3 Contractual Cost										
Training							5,000		5,000	5,000
Total Contractual cost							5,000	0	5,000	5,000
Indirect Cost							7,552	0	7,552	7,552
TOTAL PROJECT							353,022	277,500	75,522	353,022

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Youth Development and Crime Prevention Initiative
2. Department: Population Health and Prevention
San Francisco Community Mental Health Services - Child, Youth & Families Section
3. Contact Person: Sai-Ling Chan-Sew Telephone: 255-3439
4. Grant Approval Status (check one):
☒ Approved by funding agency ☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: Total of \$353,022
- 6a. Matching Funds Required: None
- b. Source(s) of matching funds (if applicable): N/A
 - a. Grant Source Agency: California State Department of Mental Health - \$75,522
 - b. San Francisco Private Industry Council - \$277,500
8. Proposed Grant Project Summary: The Youth Development and Crime Prevention Initiative provides a model of coordinated and comprehensive services for youth who are engaged in, or at high risk of, committing juvenile crime. The project will serve youth ages 14-21 who have the characteristics of: a) previous court commitment to Log Cabin Ranch School, and b) a previous court commitment to any other out of home placement or youth who have been identified by probation as being at serious risk of a court commitment to placement out of their family home. Youth who are accepted into the program will receive a full assessment and case plan from one of the Project's two multidisciplinary care teams. Each youth will receive intensive support services and wrap around assistance as well as age appropriate youth development and employment services at one of the three Workforce Investment Commission's Youth Opportunity (YO SF!) Centers.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 7/1/01 End-Date: 6/30/02
10. Number of new positions created and funded: 5.5 FTEs
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
- 12a. Amount budgeted for contractual services: \$5,000.00
- b. Will contractual services be put out to bid?: No. Sole Source.

- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?: N/A
- d. Is this likely to be a one-time or ongoing request for contracting out?: Three years

13a. Does the budget include indirect costs?

☒ Yes

☐ No

b1. If yes, how much?: \$7,552

b2. How was the amount calculated?: 10% of Total Direct Costs of \$ 75,522

c. If no, why are indirect costs not included?: N/A

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

☐ Existing Site(s)

☐ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☒ New Program(s) or Service(s)

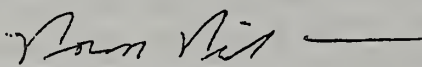
☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

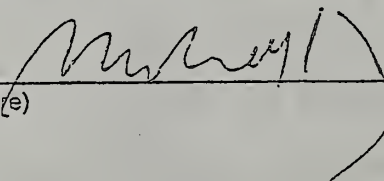
Comments:

Departmental or Mayor's Office of Disability Reviewer: Norman Nickens Deputy Director
(Name) (Title)


(Signature)

Date Reviewed: 12-14-01

Department Approval: Mitchell Katz, M.D. Director of Health
(Name) (Title)


(Signature)

OF
590.80
1
1/22/02
cancelled
BOARD of SUPERVISORS



[All Committees]
Government Document Section
Main Library

Dr. Carlton
San

Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING
PUBLIC HEALTH AND ENVIRONMENT COMMITTEE
SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Public Health and Environment Committee scheduled for Tuesday, January 22, 2002 at 10:00 a.m. at 1 Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been **cancelled**.

Gloria L. Young, Clerk of the Board

DOCUMENTS DEPT.

JAN 18 2002

SAN FRANCISCO
PUBLIC LIBRARY

01-18-02A11:33 RCVD



★ HOUCHEN ★

★ BINDERY LTD ★

★ UTICA/OMAHA NE. ★

2004

